

## Permit Requirements for Accessory Use Structures

### **1. Application**

Completed residential zoning application with property owner and applicant contact information and signatures required. (page 3 of this document)

### **2. Fee - \$25.00 for those over 200 sq. ft. (under 200 sq. ft.: no fee required)**

We accept payment in the form of cash or check.

### **3. Over 200 sq. ft.: Four (4) copies of a site plan Under 200 sq. ft.: Two (2) copies of a site plan**

Site plan: a site plan is a drawing that shows the property lines and dimensions of your lot as well as the locations of any structures on the lot. On the site plan, the structure should be drawn to show its specific location with the setbacks to the property lines and any other structures. Visit <http://cagisonline.hamilton-co.org/cagisonline/index.html> and type in your address to print out a site plan of your lot.

### **4. Over 200 sq. ft.: Four (4) copies of an elevation Under 200 sq. ft.: Two (2) copies of an elevation**

Elevation: an elevation drawing shows the height of the proposed structure. The elevation should also include the material details.

### **5. Over 200 sq. ft.: Four (4) copies of a floor plan and (if applicable) a foundation plan**

### **1. What are the Township's regulations for accessory use structures?**

Permitted accessory use structures must be located in the rear yard, sit three feet (3') from all property lines and be set back six feet (6') from any other structure. Building height is limited to 12.5 feet.

Each individual structure must not exceed 1,032 square feet and the total combined area of accessory use structures on a property may not occupy more than 35% of the required rear yard.

### **2. What is the department turn around time?**

Within eight (8) days after receipt of an application for an approval, the Administrative Official shall determine if the application is complete. Typically we try to turn around our permits in 3-5 days depending how busy the office and staff may be.

### **3. Do I need a permit with Hamilton County?**

Most submittals that are reviewed by the Township require a permit with the Hamilton County Building Department, unless your accessory use is under 200 square feet, in which case only a zoning certificate is required.

### **4. Do I need a survey of my property when applying for a permit?**

The office does not require a survey, it is, however, recommended for your own protection. If property line disputes arise it is a civil matter that must be solved between the two property owners.

### **5. How do I obtain a survey of my property?**

There are a few ways in which a property owner may obtain a survey of their property. The most obvious, but most expensive is to contact a reputable surveyor. Other ways may include the Hamilton County Recorders Office or by contacting your mortgage or title company. \*Please note the Township DOES NOT have a survey of your property on file.

### **6. Does the Township have a plat of my property?**

No. Please see question #5

### **7. Does the Township have an inspector that will come out and look once the project is complete?**

Yes. The Township inspector works hand-in-hand with the Hamilton County Building Inspectors to ensure compliance. It is the applicant's responsibility to contact the Township once the project is complete to schedule a final inspection.

### **8. How long does it take to schedule a final inspection?**

Typically 1-2 days, depending on the inspector's schedule and availability.

### **9. Do I need to be present for the inspection?**

For accessory uses – generally no. Please check with the Zoning Inspector to be certain.

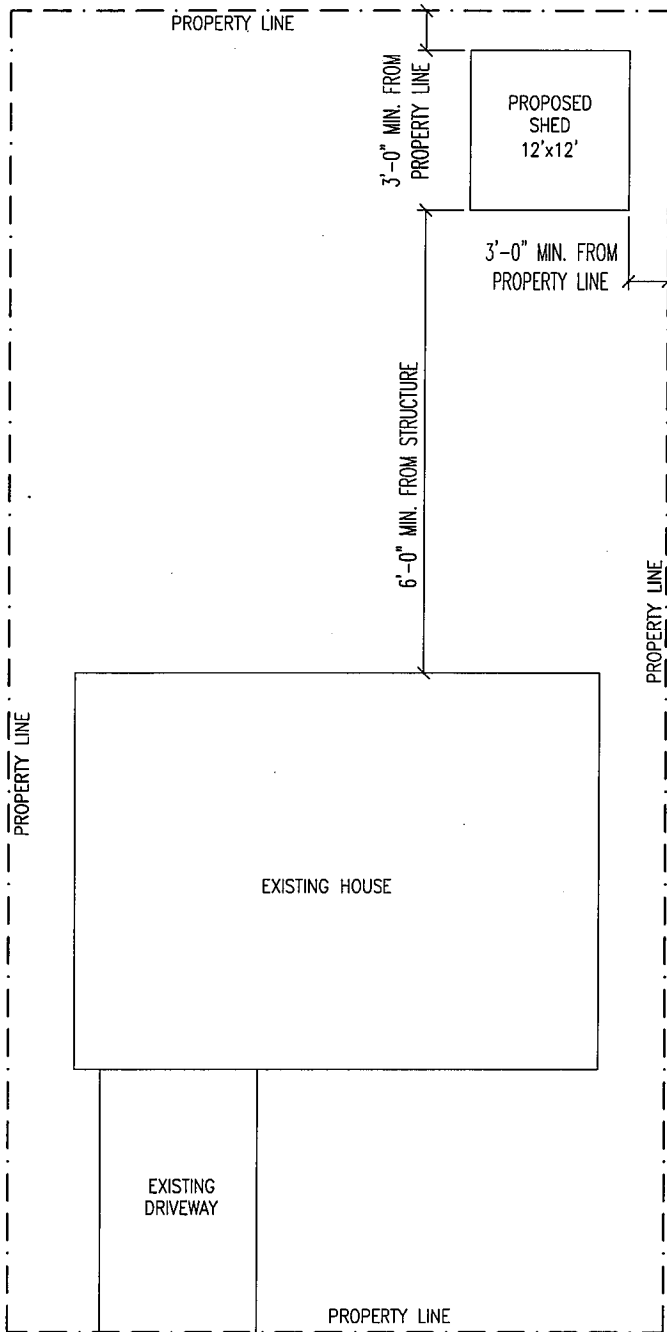
### **10. Whom do I contact for an inspection with the Township?**

Mr. Kevin Clark at 513.792.7249 or [kclark@sycamoretownship.org](mailto:kclark@sycamoretownship.org)

\*Accessory use structures over 200 sq. ft. constructed w/out the proper permits will result in a double fee.

\*Accessory use structures under 200 sq. ft. constructed w/out the proper permits will result in \$100 fee.

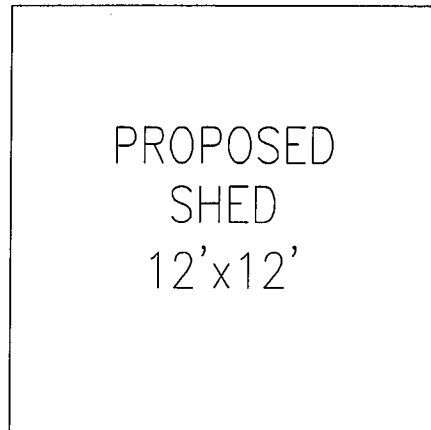
# SYCAMORE TOWNSHIP EXAMPLE SHED DRAWINGS



SITE PLAN

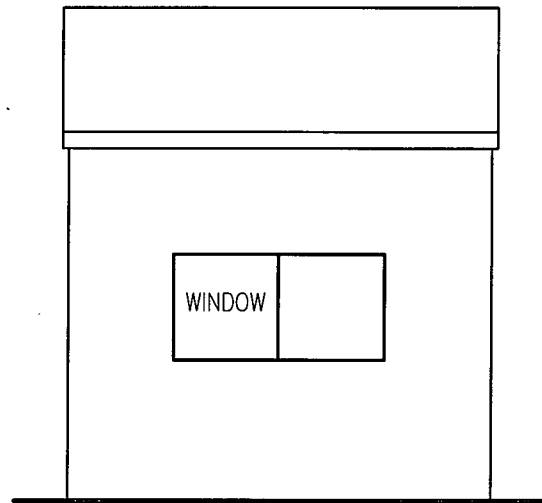
SCALE: 3/32"=1'-0"

CONSOLIDATION OF LOTS IS REQUIRED



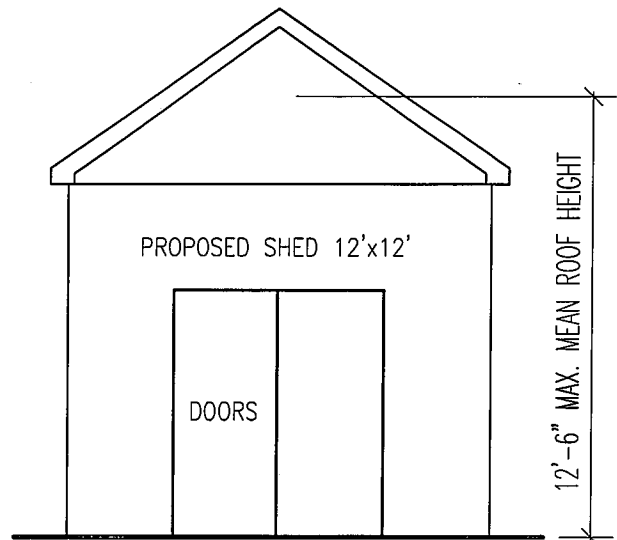
ENLARGED SHED PLAN

SCALE: 1/4"=1'-0"



SIDE ELEVATION

SCALE: 1/4"=1'-0"



FRONT ELEVATION

SCALE: 1/4"=1'-0"

**SYCAMORE TOWNSHIP, OH**  
 DEPARTMENT OF PLANNING & ZONING  
 8540 KENWOOD ROAD, CINCINNATI, OH 45236  
 513.792.7250 PHONE 513.792.8564 FAX

**RESIDENTIAL APPLICATION**

NEW RESIDENCE, ADDITIONS, DECKS,  
 FENCES, POOLS, SHEDS,  
 LOT SPLIT, IN-HOME OCCUPATION,  
 PORCHES, ETC.

REVIEWED BY		
MILLER	CLARK	DAVES

**APPLICATION NUMBER**

DO NOT WRITE IN THIS SPACE

**PROJECT ADDRESS:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

NAME	STREET ADDRESS	CITY	ST	ZIP	PHONE NUMBER
PROPERTY OWNER					
CONTRACTOR					
DESIGNER					
APPLICANT					
APPLICANT E-MAIL ADDRESS					

**WORK TYPE:** NEW SINGLE FAMILY DWELLING  ADDITION  ACCESSORY USE STRUCTURE  DECK   
 FENCE/WALL  PORCH  POOL  POD  SATELLITE DISH/ANTENNA   
 LOT SPLIT/CONSOLIDATION  IN-HOME OCCUPATION  OTHER

**DESCRIPTION OF WORK:** \_\_\_\_\_

**SQUARE FEET:** \_\_\_\_\_ **USE:** \_\_\_\_\_ **HEIGHT:** \_\_\_\_\_

THE DEPARTMENT OF PLANNING & ZONING IS DEDICATED TO THE CONTINUING PROSPERITY OF SYCAMORE TOWNSHIP. WE PROMOTE HIGH STANDARDS FOR DEVELOPMENT AND QUALITY PROJECTS. WE LOOK FORWARD TO SERVING OUR CITIZENS AND BUSINESS COMMUNITY TO MAKE SYCAMORE TOWNSHIP THE BEST IT CAN BE.

The owner of this project and undersigned do hereby agree to comply with the zoning laws of Sycamore Township pertaining to the construction of the proposed project according to the drawings and specifications submitted herewith, and certify that all of the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct. Lot consolidation is required to obtain zoning approval for the construction of any structure with the exception of residential fences or walls. The applicant and owner of the real property agree to grant Sycamore Township access to the property for review and inspection related to this application.

**NOTE: FILING THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK.**

\_\_\_\_\_  
 APPLICANT'S SIGNATURE DATE

\_\_\_\_\_  
 PROPERTY OWNER'S SIGNATURE DATE

DO NOT WRITE BELOW THIS LINE

RECOMMENDS PLAN APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

ZONING APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE PERMIT ISSUED: \_\_\_\_\_