#### **Permit Requirements for Residential Decks**

#### 1. Application

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

## 2. No fee is required. Failure to obtain a permit prior to building will result in a fee of \$100.

#### 3. Four (4)copies of a site plan

<u>Site plan</u>: 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 deck should be drawn to show its specific location with the setbacks to the property lines and any other structures. Visit <a href="http://cagisonline.hamilton-co.org/cagisonline/index.html">http://cagisonline.hamilton-co.org/cagisonline/index.html</a> and type in your address to print out a site plan of your lot.

#### 4. Four (4) copies of an elevation

<u>Elevation</u>: an elevation drawing shows the height of the proposed deck. The elevation should also include the material details.

#### 1. What are the Township's regulations for decks?

Attached decks must meet the setback requirements of their zoning district. Please contact the office for your property's setback requirements.

#### 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 of 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?

All deck submittals that are reviewed by the Township require a permit with the Hamilton County Building Department.

#### 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 inspectors schedule and availability.

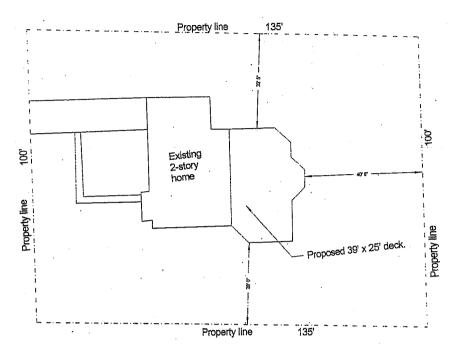
#### 9. Do I need to be present for the inspection?

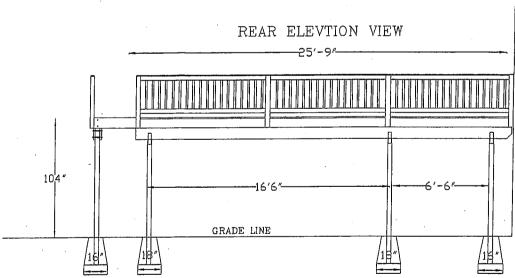
For decks – generally no. Please check with the Zoning Inspector to be certain.

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

Mr. Kevin Clark at 513.792.7249 or kclark@sycamoretownship.org

### SYCAMORE TOWNSHIP EXAMPLE SKETCHES FOR DECKS





10/4"

11/-6"

GRADE LINE

ELVATION VIEW

#### 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						

# DO NOT WRITE IN THIS SPACE

PROJECT ADD	RESS:			ZIP CODE:					
NAME		STREET A	DDRESS	CITY	ST	ZIP	PHONE NUMBER		
PROPERTY OWN	IER				51				
CONTRACTOR									
DESIGNER									
APPLICANT									
APPLICANT E-M	AIL ADDRESS								
WORK TYPE:	TYPE: NEW SINGLE FAMILY DWELLING © ADDITION © ACCESSORY USE STRUCTURE O DECK ©  FENCE/WALL © PORCH © POOL © POD © SATELLITE DISH/ANTENNA ©  LOT SPLIT/CONSOLIDATION © IN-HOME OCCUPATION © OTHER ©								
DESCRIPTION	OF WORK:								
SQUARE FEET: USE:				HEIGHT:					
TOWNSHIP	EPARTMENT OF PLANNING . WE PROMOTE HIGH ST NG OUR CITIZENS AND BU	ANDARDS FOR	R DEVELOPMENT	AND QUALITY I	PROJECTS.	WE LOOK	K FORWARD TO		
project according to and specifications as with the exception o	roject and undersigned do hereb the drawings and specifications re to the best of their knowledge of residential fences or walls. The ed to this application.	s submitted herev e, true and correct	vith, and certify that a t. Lot consolidation i	all of the informations required to obtain	on and statem coning appro	ents given o	n this application, drawings construction of any structure		
NOTE: FILING	THIS APPLICATION DO	DES NOT CON	STITUTE PERM	ISSION TO BE	GIN WOR	K.			
APPLICANT'S SIG	PPLICANT'S SIGNATURE								
PROPERTY OWN	IER'S SIGNATURE		DATE						
		DO N	OT WRITE BELOW	THIS LINE					
RECOMMENDS PLAN APPROVAL:			DA	ATE:					
	ZONING APPROVED BY:								
DATE PERMIT IS	SSUED:								