



## PERMIT REQUIREMENTS FOR ACCESSORY USE STRUCTURES / SHED

<b>Application:</b>	A completed residential zoning application with signatures from property owner and applicant along with contact information.
<b>Fee:</b>	A fee of <b>\$25.00</b> for any accessory use structure <b>OVER 200</b> sq. ft. / <b>UNDER 200</b> sq. ft. <b>NO FEE REQUIRED.</b> We accept cash (exact tender), check (payable to Sycamore Township), money order, or Visa/Mastercard. If paying with credit card, you may pay on our website: <a href="http://www.sycamoretownship.org">www.sycamoretownship.org</a>
<b>Quantity of Documents:</b>	<b>OVER 200</b> sq. ft. (4) Four sets / <b>200</b> sq. ft. & <b>UNDER (2)</b> Two sets <b>Site Plan:</b> A site plan is a drawing that shows the property lines and dimensions as well as the locations of any structures on the lot. On the site plan, the accessory structure must be drawn to display its specific location with the setbacks to the property lines and any other structures. Please visit <a href="http://cagisonline.hamilton-co/org/cagisonline/index.html">http://cagisonline.hamilton-co/org/cagisonline/index.html</a> and type your address to print out a site plan of the lot. <b>OVER 200</b> sq. ft. (4) Four sets / <b>200</b> sq. ft. & <b>UNDER (2)</b> Two sets <b>Elevation Plan:</b> An elevation drawing shows the height of the proposed accessory use structure. The elevation plan should also include the material details. <b>OVER 200</b> sq. ft. (4) Four sets / <b>200</b> sq. ft. & <b>UNDER (2)</b> Two sets <b>Floor Plan:</b> A floor plan is a two-dimensional architectural drawing that shows the design of the accessory use structure from above. It is drawn in what's called a plan view, as if you're looking down through an invisible unto the accessory use structure. <b>OVER 200</b> sq. ft. (4) Four set / <b>200</b> sq. ft. & <b>UNDER (2)</b> Two sets <b>Foundation Plan:</b> A sketch of the baseline of the entire accessory use structure.

- 1. What are Sycamore Township's regulations for accessory use structures?**

Permitted accessory use structures must be located in the rear yard, sit 3' three feet from all property lines and reside 6' six feet from any structure. The structure height may not exceed 12.5' feet and may not be larger than 1,032 sq. ft. Also, no structure may occupy more than 35% of the required rear yard.
- 2. What is the time-frame for a zoning certificate?**

Please allow 3 - 5 business days after receipt of an application.
- 3. Will Hamilton County Building Department require a permit?**

Yes, all accessory use structures are required to obtain a permit through County.
- 4. Is a survey of the property required when applying for a zoning certificate?**

No, Sycamore Township Planning & Zoning does not require a survey of the property however, in order to avoid property disputes with neighboring properties it is recommended to obtain a survey.
- 5. How do I obtain a survey of a property?**

Sycamore Township Planning & Zoning recommends contacting a reputable surveyor, or reaching out to Hamilton County Records office. Other resources would be to contact your mortgage company or title company.  
*Please note: Sycamore Township does not have a survey of your property.*
- 6. Does Sycamore Township Planning & Zoning have a Plat of my property?**

No, please refer to question 5.
- 7. Am I required to contact Sycamore Township Planning & Zoning Inspector for a final inspection?**

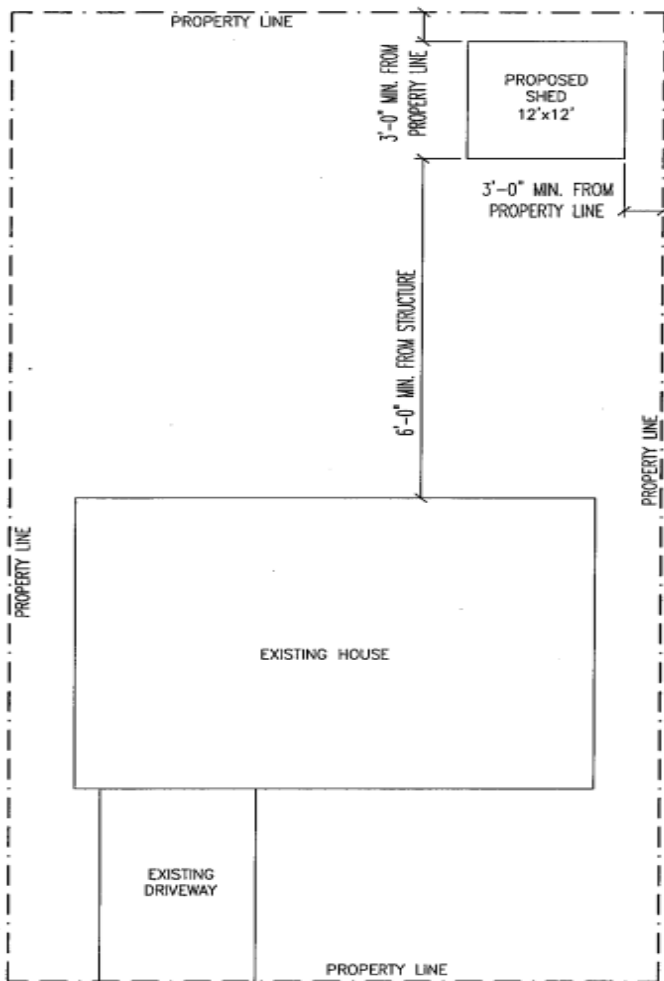
Yes, It is the applicant's responsibility to contact the Inspector once the project is complete. (513) 792-7249 Inspector's Phone Number.  
*(Please note: The Sycamore Township Planning & Zoning Department works closely with Hamilton County Building Department to ensure compliance)*
- 8. What is the time-frame to schedule a final inspection?**

Usually, 1 - 2 business days.
- 9. Do I need to be present for the final inspection?**

No
- 10. Who do I contact for the final inspection?**

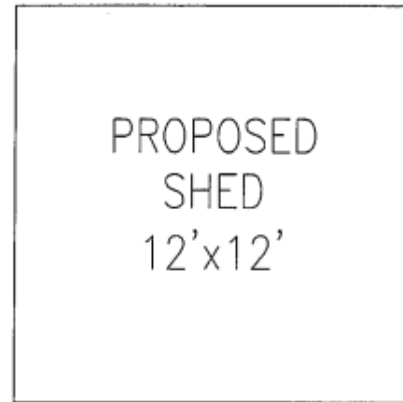
Please contact Sycamore Township Planning & Zoning Department (513) 792-7250 or Email: [zoning@sycamoretownship.org](mailto:zoning@sycamoretownship.org)

## ACCESSORY USE STRUCTURE DIAGRAM



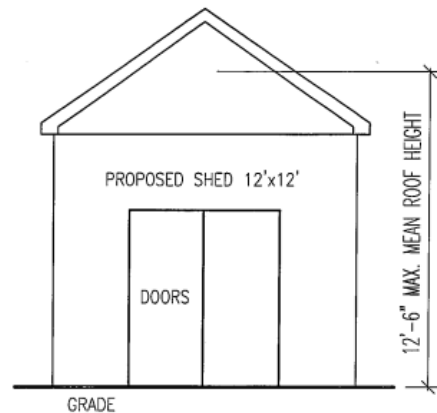
SITE PLAN

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



ENLARGED SHED PLAN

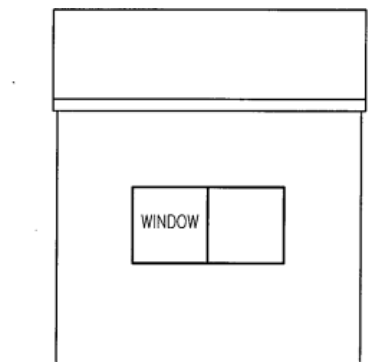
SCALE: 1/4"=1'-0"



FRONT ELEVATION

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

**CONSOLIDATION OF LOTS  
IS REQUIRED**



SIDE ELEVATION

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

**RESIDENTIAL APPLICATION**

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

[www.sycamoretownship.org](http://www.sycamoretownship.org)



**APPLICATION NUMBER**

DO NOT WRITE IN ABOVE SPACE

**Planning & Zoning Department**

8540 Kenwood Road, Sycamore Township, Ohio 45236  
Phone: (513) 792-7250

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

NAME	STREET ADDRESS	CITY	STATE	ZIP	PHONE NUMBER
PROPERTY OWNER					
CONTRACTOR					
DESIGN PROFESSIONAL					
APPLICANT					
APPLICANT'S EMAIL ADDRESS					

- |                                                     |                                   |                                                  |
|-----------------------------------------------------|-----------------------------------|--------------------------------------------------|
| <input type="checkbox"/> NEW SINGLE FAMILY DWELLING | <input type="checkbox"/> ADDITION | <input type="checkbox"/> ACCESSORY USE STRUCTURE |
| <input type="checkbox"/> DECK                       | <input type="checkbox"/> PORCH    | <input type="checkbox"/> FENCE/WALL              |
| <input type="checkbox"/> RESIDENTIAL POOL           | <input type="checkbox"/> POD      | <input type="checkbox"/> IN-HOME OCCUPATION      |
| <input type="checkbox"/> LOT SPLIT / CONSOLIDATION  | <input type="checkbox"/> OTHER    |                                                  |

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

SQUARE FEET: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ LENGTH: \_\_\_\_\_ USE: \_\_\_\_\_

**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. 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.

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

**FOR FINAL INSPECTIONS PLEASE CALL 513-792-7250 OR  
EMAIL: [zoning@sycamoretownship.org](mailto:zoning@sycamoretownship.org)**

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

**DO NOT WRITE BELOW THIS LINE**

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

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

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

**FINAL INSPECTIONS ARE REQUIRED**

**MUST OBTAIN INSPECTION PRIOR TO PLACEMENT OF PIERS, FOOTERS, & SIGNS**