



PERMIT REQUIREMENTS FOR SINGLE FAMILY ADDITIONS / PORCHES

Application: A completed residential zoning application with signatures from property owner and applicant along with contact information.

Fee: A fee of **\$50.00 for an addition only** in the form of cash (exact tender), check (payable to Sycamore Township), money order, or Visa/Mastercard. If paying with credit card, you may pay on our website: www.sycamoretownship.org

Quantity of Documents: (4) Four sets: **Site Plan:** A site plan is a drawing that shows the property lines and dimension of a lot as well as the locations of any structures on the lot. On the site plan, the addition/porch must be drawn to show its specific location with the setbacks to the property lines and any other structures.
Please visit <http://cagisonline.hamilton-co/org/cagisonline/index.html> and type your address to print out a site plan of the lot.

(4) Four sets: **Elevation Plan:** An elevation drawing shows the height of the proposed addition/porch. The elevation plan should also include the material details.

(4) Four sets: **Floor Plan:** A floor plan is a two-dimensional architectural drawing that shows the design of the addition/porch from above. It is drawn in what's called a plan view, as if you're looking down through an invisible roof unto the addition/porch.

(4) Four sets: **Foundation Plan:** A sketch of the baseline of the entire structure.

1. What are Sycamore Township's regulations for additions/porch?

Residential additions/porches must meet the setback requirements of their zoning district. Please contact the office for your properties setback requirements.

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 single family residential additions/porches are required to obtain a permit through County.

4. Is a survey of the property required when applying for a zoning certificate?

Yes, Sycamore Township Planning & Zoning does require a survey of the property.

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 the proposed property?

Yes, Sycamore Township Planning & Zoning does require a plat of the property for an addition only. (Not required for porches)

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.

(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.

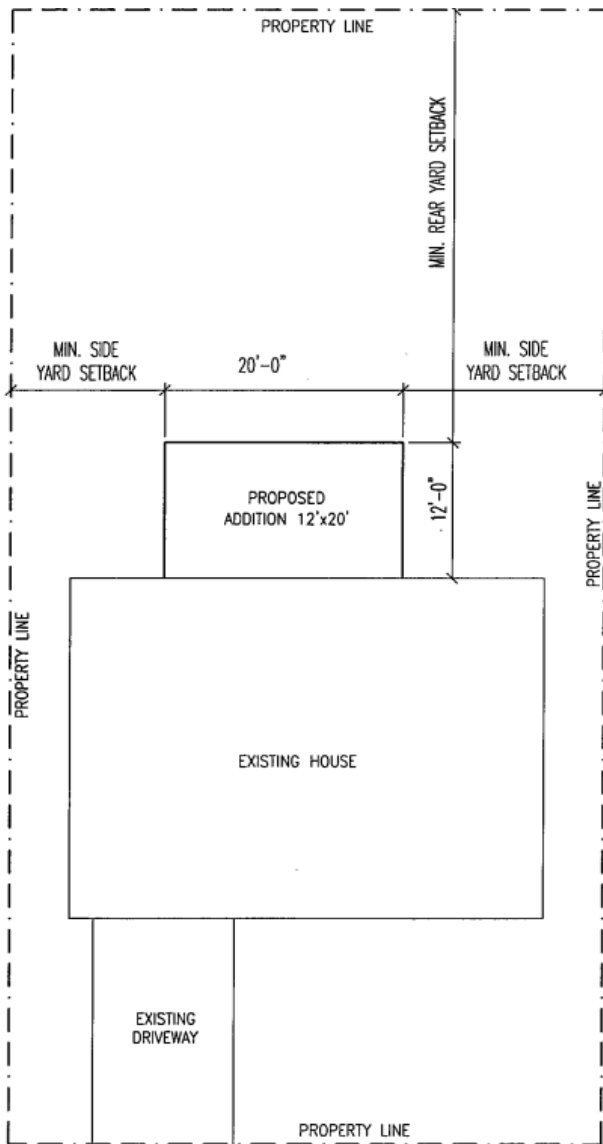
9. Do I need to be present for the final inspection?

No.

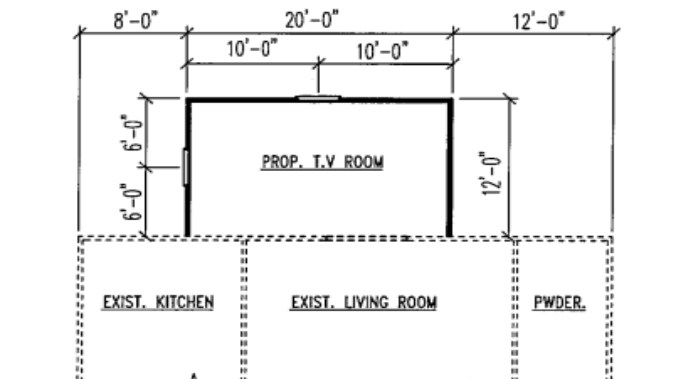
10. Who do I contact for the final inspection?

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

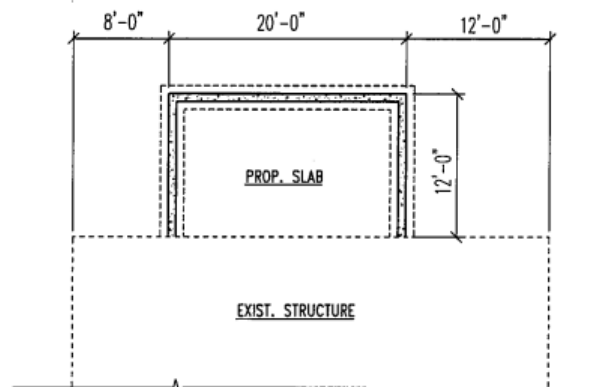
ADDITION DIAGRAM



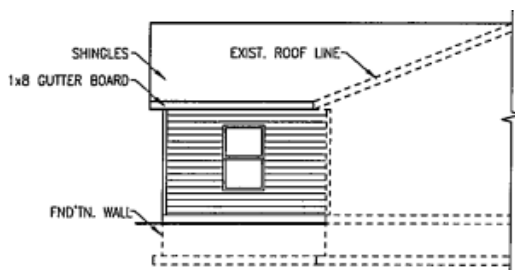
SITE PLAN
SCALE: 3/32"=1'-0"



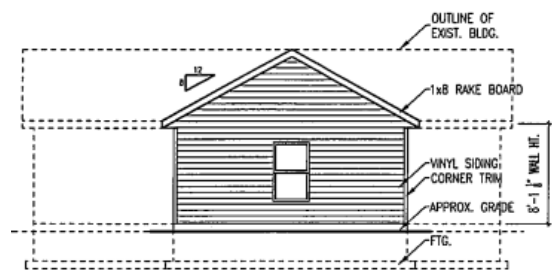
FLOOR PLAN
SCALE: 3/32"=1'-0"



FTG. / FND'TN. PLAN
SCALE: 3/32"=1'-0"



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



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

RESIDENTIAL APPLICATION

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

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**

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