

## **Permit Requirements for Single Family Additions**

### **1. Application**

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

### **2. Fee - \$50.00**

We accept payment in the form of cash (exact change), check made payable to Sycamore Township, or by credit card at [www.sycamoretownship.org](http://www.sycamoretownship.org).

### **3. Four(4)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 addition 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. Four (4) copies of an elevation**

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

### **5. Four (4) copies of a floor plan and a foundation plan**

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

Residential additions 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 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?**

All residential addition submittals that are reviewed by the Township require a permit with the Hamilton County Building Department. (513) 946-4550

#### **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 Records 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?**

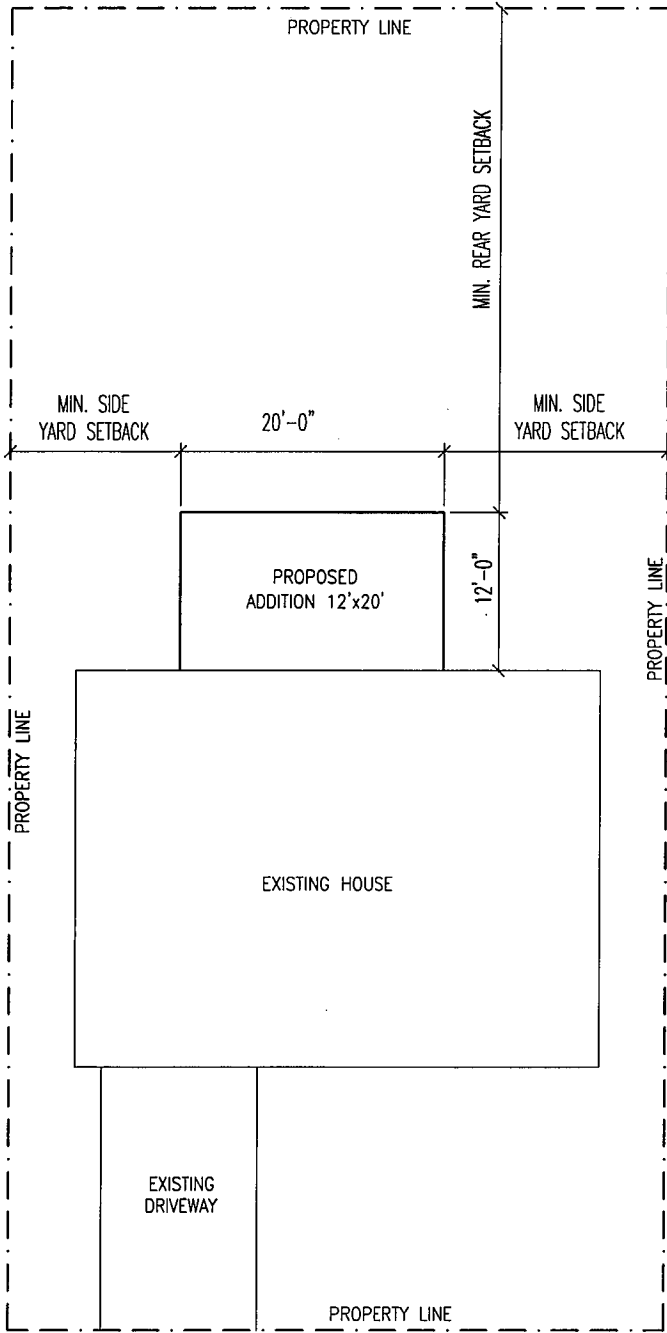
For additions – generally no. Please check with the Zoning Inspector to be certain.

#### **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)

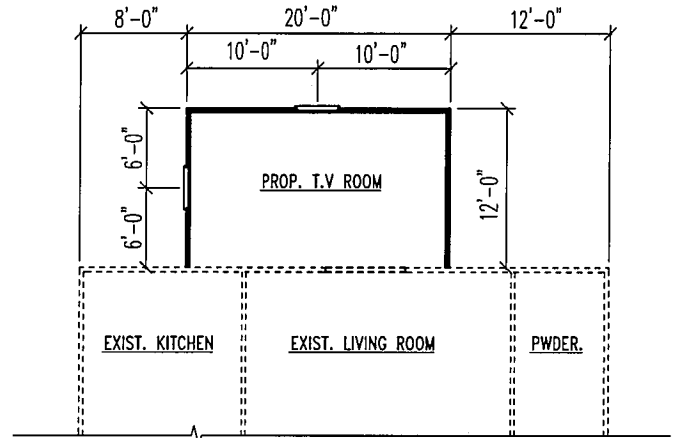
\*Additions constructed w/out the proper permits will result in a double fee

# SYCAMORE TOWNSHIP EXAMPLE ROOM ADDITION



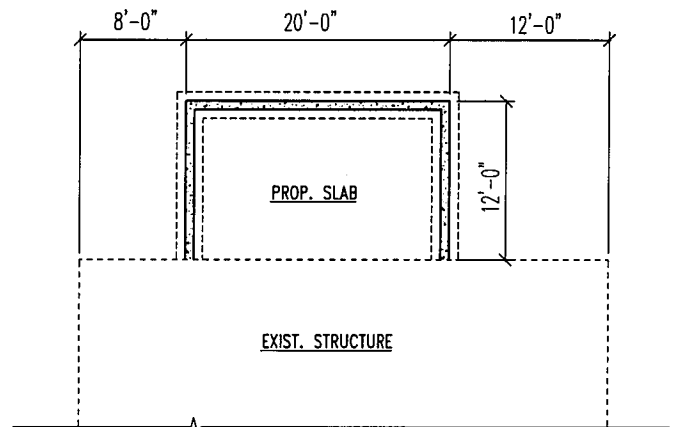
SITE PLAN

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



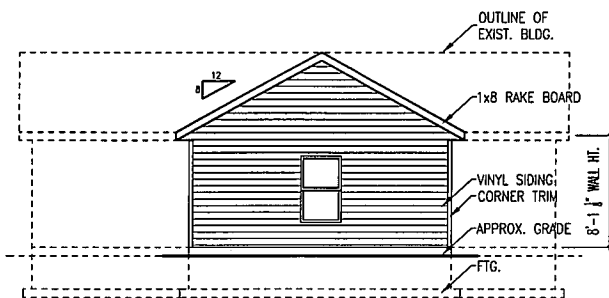
FLOOR PLAN

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



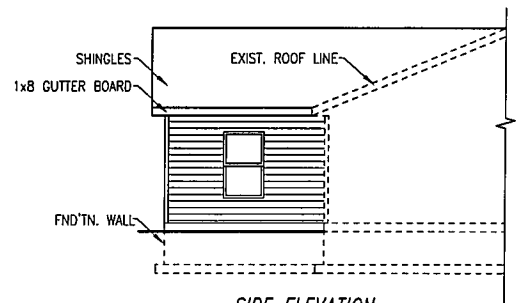
FTG. / FND'TN. PLAN

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



REAR ELEVATION

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



SIDE ELEVATION

SCALE: 3/32"=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	ZAMMERT

**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: \_\_\_\_\_