

ACCESSORY STRUCTURE ZONING PERMIT

Date: _____

FEE: \$50

THE PROPERTY: Address: _____ Zip _____

PROPERTY OWNER: Name: _____ Phone#: _____

Address: _____ City _____ State ____ Zip _____

THE CONTRACTOR: Name: _____ Phone#: _____

(if applicable) Contact Person: _____ Phone# _____

THE PROJECT: New accessory structure: Width: _____ x Length: _____ = Total: _____ sq. ft.
Height _____ feet

Accessory structure distance from:
Rear lot line: _____ feet Side lot line: _____ feet

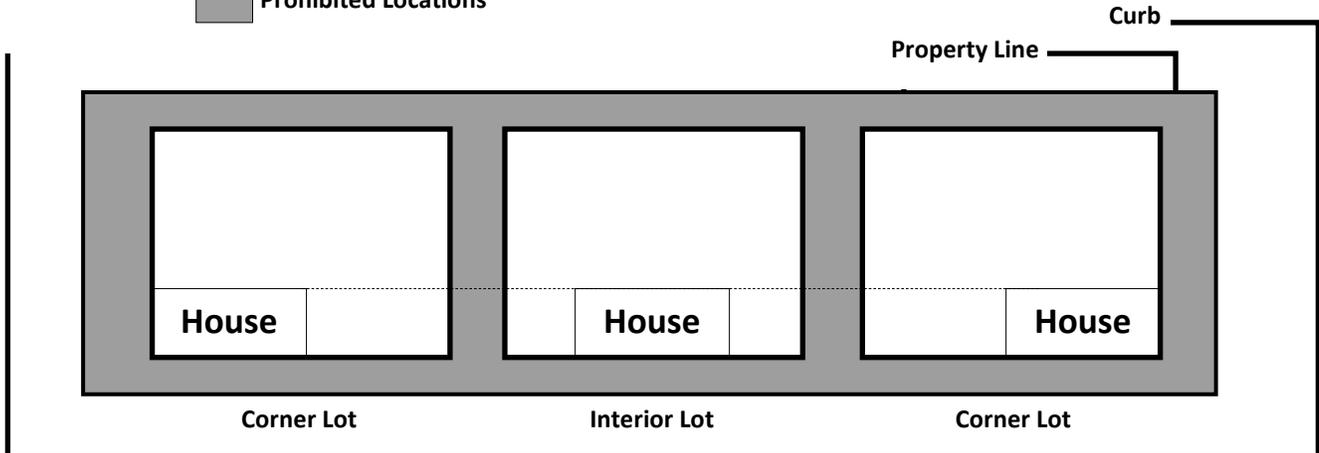
Number of Existing Accessory Structures: _____

Total Square Footage of all other accessory structures: _____ sq. ft.

ACCESSORY STRUCTURE REQUIREMENTS: Detached accessory structures must be located at least ten (10) feet from any side or rear lot line.
Detached accessory structures shall not exceed fifteen (15) feet in height.
The total square footage of all accessory structures shall not exceed fifty percent (50%) of the square footage of the footprint of the primary structure.

**ATTACH SITE PLAN PHOTO, DRAWING OR;
SKETCH ALL EXISTING AND PROPOSED ACCESSORY STRUCTURES BELOW**

 Prohibited Locations



I certify that all information and attachments to this application are true and correct to the best of my knowledge.

Applicant's Signature _____

Parcel ID: H33 _____ - _____ Zoning District: _____ Permit #: _____

Application is _____ approved _____ not approved. _____ / _____

Planning & Zoning Administrator

Date

ACCESSORY STRUCTURE ZONING PERMIT INSTRUCTIONS

When is an accessory structure zoning permit required?

- ❖ Prior to constructing, erecting, adding to or moving any detached structure (e.g., shed, gazebo, playhouse) in a residential zoning area.

What do I have to do to receive a permit?

- ❖ Complete the Accessory Structure Zoning Permit application and submit to the Zoning Administration Office. The permit must show location information including all existing and proposed accessory structures and their square footage.
- ❖ If the accessory structure exceeds 200 square feet a Residential Zoning Permit application must be submitted.
- ❖ The information on the application should be in compliance with the requirements of Chapter 1189.01 (Supplemental Regulations; Accessory Structures) of the Zoning Code.
- ❖ The information on the application should be in compliance with the requirements of Chapters 1140 through 1155 (Zoning Districts and Regulations) of the Zoning Code or applicable PUD requirements.

What's the next step?

- ❖ When review of the application is completed you will be notified by telephone that the application has been approved and the permit may be picked up, or that additional information is required. The review period is normally a minimum of FIVE (5) DAYS.

Questions?

- ❖ If you have any questions a staff member in the Zoning Administration Office is available to assist you Monday through Friday from 8:00a.m. to 5:00 p.m. at 937-854-7227.