



City of Trotwood, Ohio  
3035 Olive Road, Trotwood, Ohio 45426-2600

Department of Planning & Development  
Phone: (937) 854-7227 Fax: (937) 854-0574

# 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.

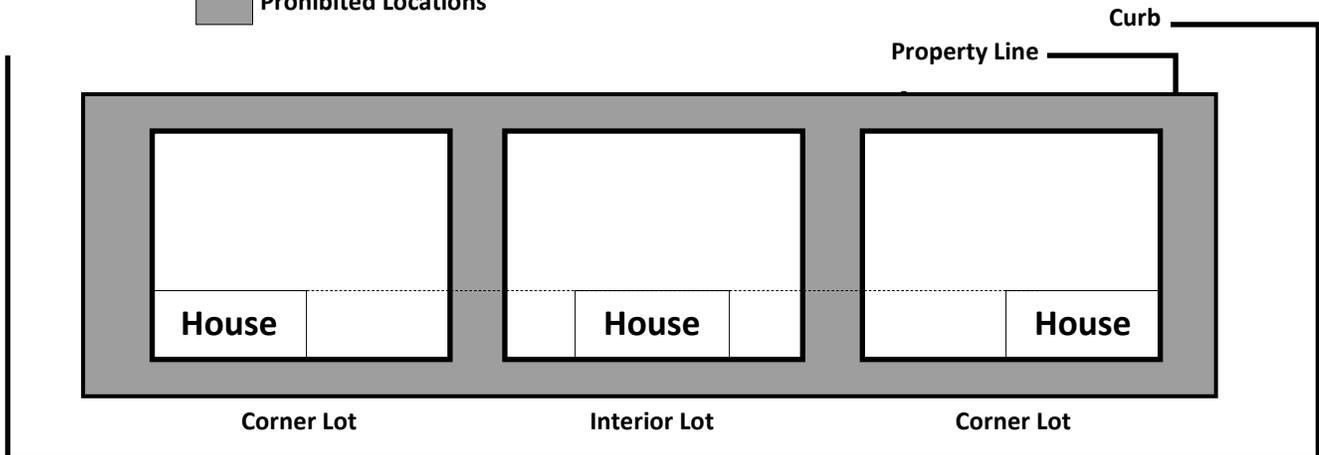
Detached accessory structures shall not exceed fifteen (15) feet in height.

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 \_\_\_\_\_ Email \_\_\_\_\_

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, play-house) 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.
- ❖ 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, 1171, 1173 (Zoning Districts and Regulations) Chapter 1140 PUD of the Trotwood Zoning Code.

## **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 8:30a.m. to 4:30 p.m. at 937-854-7227.

## ACCESSORY STRUCTURE ZONING PERMIT INSTRUCTIONS

### 1189.01 ACCESSORY STRUCTURES.

Accessory structures shall be regulated as follows:

(a) An accessory structure may be erected as an integral part of a principal building or it may be connected thereto by a breezeway or similar structure with the exception of satellite dishes.

(b) An accessory structure may be erected detached from the principal building. However, no such structures or components thereof shall be erected in any required front yard.

(c) A detached accessory structure shall be at least six (6) feet from any structure situated on the same lot unless noncombustible materials are used.

(d) In the case of a corner lot, no accessory structure shall be erected or altered so as to project beyond the front yard required on any adjacent lot, nor shall it be located closer to either street line than the main building constructed on the lot.

(e) A detached accessory structure shall not exceed fifteen (15) feet in height as measured from the point nearest the public street.

(f) Detached accessory structures shall be placed no closer than ten (10) feet from a side or rear lot line.

(g) Any detached accessory structure shall be erected only within the rear yard.

(h) Any established and principally permitted residential use within the "A", "R-E", "RSF-L", "RSF-M", "RSF-H", "R-TF", "R-FF", "RMF-H", "O-R", residential Planned Unit Development Districts, shall have no more than two (2) accessory structures located on the property or utilize more than twenty-five percent (25%) of any available land outside of the required setbacks for accessory structures. The total square footage of all accessory structures on the property shall not exceed fifty percent (50%) of the footprint of the primary structure. Any accessory structure constructed of metal, plastic, or fabric shall not exceed 150 square feet in total floor area except within an Agriculture District, provided that such structure is accessory to a principally or conditionally permitted use (other than a single-family dwelling) within said district.

(i) Portable storage units [See [1189.09](#) Temporary Uses].

(j) Semi-truck trailers shall not be used for storage purposes in any Zoning District.

(Ord. 45-08. Passed 12-15-08.)