

## Permit Requirements for Accessory Use Structures

### **1. Application**

Can be found at [www.sycamoretownship.org](http://www.sycamoretownship.org)

### **2. Fee - \$25.00 for those over 200 sq. ft. (under 200 sq. ft.: no fee required)**

We accept payment in the form of cash or check.

### **3. Over 200 sq. ft.: Four (4) copies of a site plan Under 200 sq. ft.: Two (2) 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 structure 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. Over 200 sq. ft.: Four (4) copies of an elevation Under 200 sq. ft.: Two (2) copies of an elevation**

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

### **5. Over 200 sq. ft.: Four (4) copies of a floor plan and (if applicable) a foundation plan**

### **1. What are the Township's regulations for accessory use structures?**

Permitted accessory use structures must be located in the rear yard, sit three feet (3') from all property lines and be set back six feet (6') from any other structure. Building height is limited to 12.5 feet. Each individual structure must not exceed 1,032 square feet and the total combined area of accessory use structures on a property may not occupy more than 35% of the required rear yard.

### **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?**

Most all submittals that are reviewed by the Township require a permit with the Hamilton County Building Department, unless your accessory use is under 200 square feet.

### **4. Do I need a survey of my property when applying for a permit?**

Typically no. 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 Recorders 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 inspector's schedule and availability.

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

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

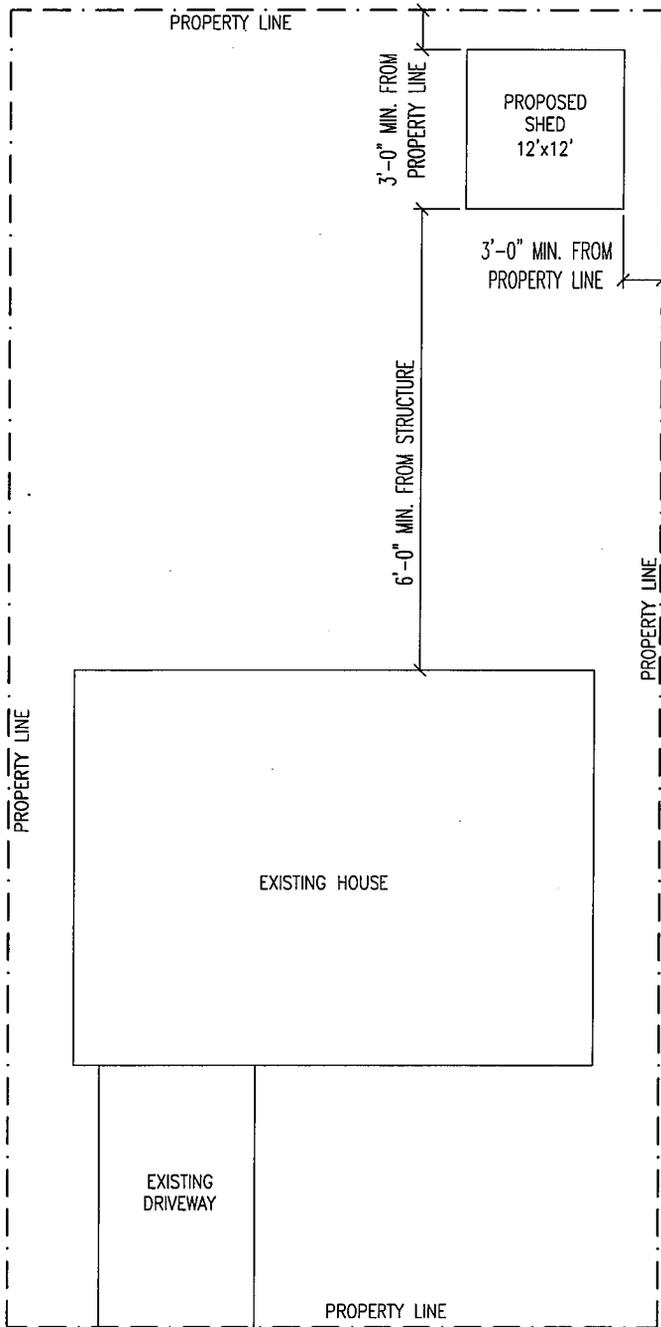
### **10. Whom do I contact for an inspection with the Township?**

Mr. Harry Holbert Jr. at 513.792.7252 or [hholbert@sycamoretownship.org](mailto:hholbert@sycamoretownship.org)

\*Accessory use structures over 200 sq. ft. constructed w/out the proper permits will result in a double fee.

\*Accessory use structures under 200 sq. ft. constructed w/out the proper permits will result in \$100 fee.

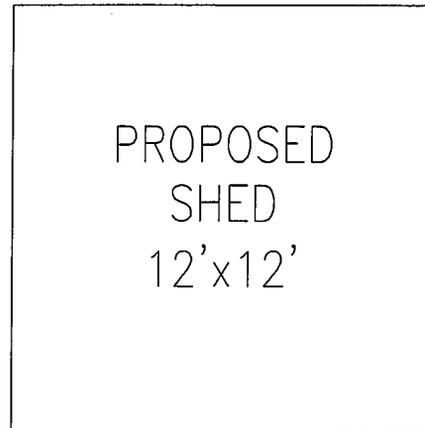
# SYCAMORE TOWNSHIP EXAMPLE SHED DRAWINGS



SITE PLAN

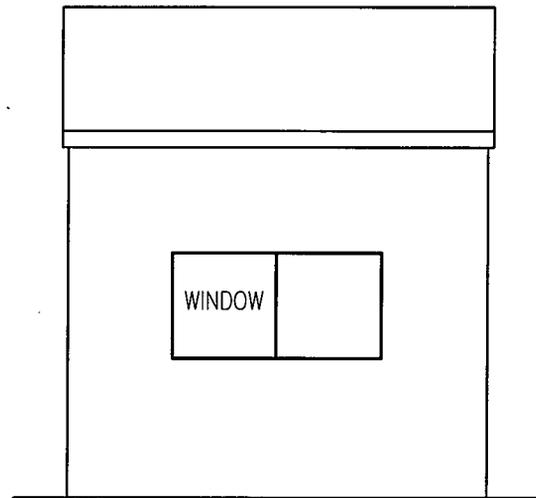
SCALE: 3/32"=1'-0"

CONSOLIDATION OF LOTS IS REQUIRED



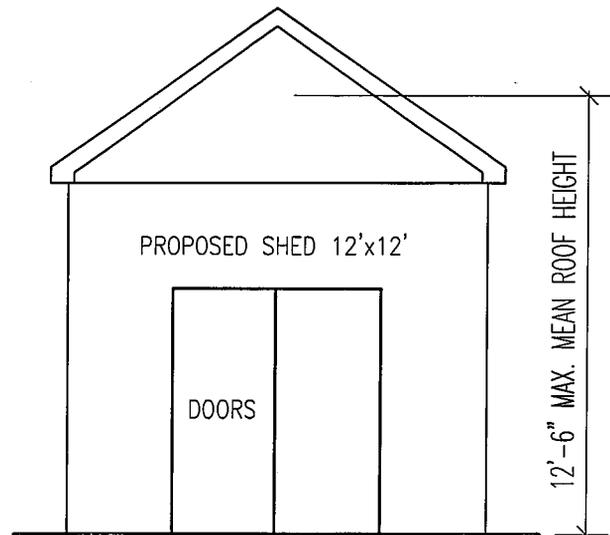
ENLARGED SHED PLAN

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



SIDE ELEVATION

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



FRONT ELEVATION

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