

SHAWNEE TOWNSHIP

ZONING PERMIT – ACCESSORY BUILDINGS & STRUCTURES

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EFFECTIVE: MAY 12, 2021 / SHAWNEE TOWNSHIP ZONING RESOLUTION 29-21 ADOPTED APRIL 12, 2021

DATE RECEIVED ____/____/____	STAFF USE _____	PERMIT # _____
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APPLICANT INFORMATION

PROPERTY ADDRESS _____ PARCEL# _____

PROPERTY OWNER _____ PHONE NUMBER _____

APPLICANT NAME _____ PHONE NUMBER _____

APPLICANT EMAIL _____

REQUEST INFORMATION

TYPE OF LOT: CORNER INTERIOR OTHER ACCESSORY BUILDING TYPE: SHED GARAGE POLE BARN

DIMENSIONS OF STRUCTURE: HEIGHT _____ WIDTH _____ LENGTH _____ TOTAL AREA IN SQUARE FEET _____

PROPOSED LOCATION: SIDE YARD REAR YARD *DISTANCE FROM PROPERTY LINES SIDE YARD _____ REAR YARD _____

WIDTH OF RECORDED EASEMENTS ON LOT: REAR _____ SIDE _____

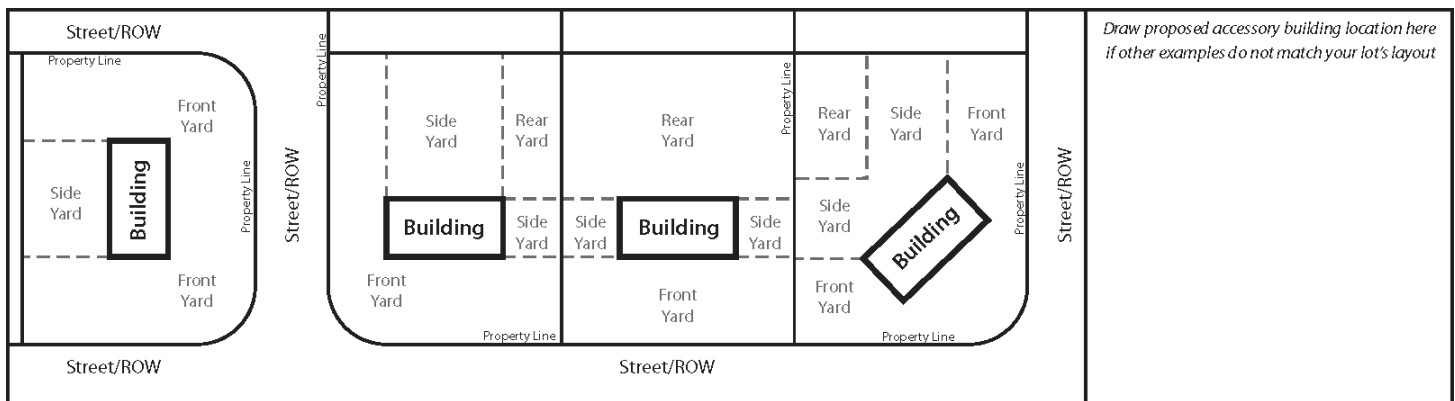
ANY SECONDARY ACCESSORY STRUCTURES ON THE LOT? HEIGHT _____ WIDTH _____ LENGTH _____ TOTAL AREA IN SQUARE FEE _____

PROPOSED USE OF STRUCTURE: _____ CONSTRUCTION COST: \$ _____

CONTRACTOR FOR PROJECT: _____ YOUR PARCEL IS: _____ ACRES IN SIZE / ZONED AS: _____

ANY ACCESSORY BUILDING EXCEEDING 200 SQUARE FEET REQUIRES A ZONING PERMIT REGARDLESS OF FOUNDATION USED

SHOW PROPOSED ACCESSORY BUILDING LOCATION ON CORRESPONDING LOT TYPE



I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS GIVEN ON THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF THE INFORMATION IN THIS APPLICATION IS NOT CORRECT OR COMPLETE, ANY PERMIT ISSUED MAY BE INVALID WITH THE RESULT BEING THAT I MAY BE REQUIRED TO TAKE THE ABOVE-DESCRIBED ACCESSORY STRUCTURE DOWN AT MY OWN EXPENSE. ANY APPROVAL GRANTED BY THE ZONING DEPARTMENT SHALL EXPIRE IF THE WORK HAS NOT BEGUN WITHIN ONE (1) YEAR FROM THE DATE OF APPROVAL.

APPLICANT SIGNATURE _____ DATE ____/____/____

OFFICE USE ONLY		
PERMIT FEE	PAYMENT TYPE	REVIEW AUTHORITY
\$ _____	CASH <input type="checkbox"/> CHECK <input type="checkbox"/> # _____	ZONING INSPECTOR <input type="checkbox"/> BZA <input type="checkbox"/> ZC <input type="checkbox"/>
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>	PAID ON: _____	
APPROVED-CONDITIONS <input type="checkbox"/>	RECEIPT # _____	

REGULATION OF ACCESSORY BUILDINGS - (INCLUDING SHEDS, GARAGES, & OTHER STRUCTURES)

A. PURPOSE

ACCESSORY BUILDINGS MAY BE ERECTED UPON A LOT WHERE A PRINCIPAL BUILDING ALREADY EXISTS. THE USE OF THE ACCESSORY BUILDING MUST BE SECONDARY AND INCIDENTAL TO THE PRINCIPAL STRUCTURE AND USE.

B. ACCESSORY BUILDINGS REGULATIONS

- ALL ACCESSORY BUILDINGS, GARAGES, OR STRUCTURES SHALL CONFORM TO DEED RESTRICTIONS, H.O.A. RULES, P.U.D. REQUIREMENTS OR NEIGHBORHOOD ASSOCIATION COVENANTS.
- **A ZONING PERMIT IS REQUIRED FOR ALL ACCESSORY BUILDINGS, GARAGES, OR STRUCTURES OVER 200 SQUARE FEET REGARDLESS IF IT IS A TEMPORARY OR PERMANENT STRUCTURE AFFIXED TO GROUND OR ANY TYPE OF FOUNDATION BASE IS BEING UTILIZED.**
- AN ACCESSORY STRUCTURE PERMIT APPLICATION ALONG WITH SITE PLAN OR RECENT AERIAL PHOTOGRAPH WITH PROPERTY LINES THAT SHOW THE PROPOSED ACCESSORY STRUCTURE LOCATION AND DISTANCES FROM EACH PROPERTY LINE SHALL BE INDICATED. ALL EXISTING STRUCTURES SHALL ALSO BE INDICATED IN THIS SITE PLAN TO INCLUDE LOCATION OF STREETS/ROADWAYS, DRIVEWAYS, PRINCIPAL STRUCTURE, AND ANY EXISTING STRUCTURES SUCH AS SHEDS, DETACHED GARAGES, POOLS, PONDS, POLE BARN OR OTHER STRUCTURES. A DRAWING OR PRODUCT INFORMATION SHEET NOTING THE HEIGHT OF THE STRUCTURE AND MATERIALS UTILIZED IS ALSO REQUIRED.
- ACCESSORY BUILDINGS OR STRUCTURES MAY ONLY BE CONSTRUCTED AFTER THE PRINCIPAL BUILDING HAS BEEN ESTABLISHED ON THE LOT. ON AGRICULTURAL LOTS GREATER THAN FIVE-(5) ACRES AN ACCESSORY BUILDING OR STRUCTURE MAY BE CONSTRUCTED PRIOR TO A PRINCIPAL BUILDING BEING CONSTRUCTED ON THE PARCEL.
- ACCESSORY BUILDINGS OR STRUCTURES SHALL BE LOCATED BEHIND THE FRONT BUILDING LINE OF THE PRINCIPAL STRUCTURE IN ALL ZONING DISTRICTS.
- ACCESSORY BUILDINGS OR STRUCTURES SHALL BE LOCATED WITHIN THE REAR YARD ONLY. UNLESS A SPECIFIC HARDSHIP EXISTS SUCH AS LOCATION OF PRIMARY STRUCTURE IN CONJUNCTION WITH THE ACCESSORY BUILDING ON THE PARCEL AND NO OTHER MEANS OF PLACEMENT IS AVAILABLE.
- ACCESSORY BUILDINGS AND STRUCTURES ON CORNER LOTS SHALL BE REQUIRED TO HAVE THE SAME SET BACK DISTANCE FROM ROADWAY AS THE PRINCIPAL STRUCTURE. NO GARAGE OR OTHER ACCESSORY BUILDING SHALL BE CONSTRUCTED WITHIN THE TWO FRONT YARDS. GARAGES OR ACCESSORY STRUCTURES MAY BE CONSTRUCTED IN THE REQUIRED SIDE YARD AREAS ONLY.
- ACCESSORY BUILDING(S) MAY BE ERECTED NO LESS THAN TEN (10) FEET FROM THE SIDE OR REAR LOT LINES, AND NO LESS THAN TEN (10) FEET FROM ANY EXISTING STRUCTURE OR PRIMARY DWELLING UNIT.
- GARAGES CONSTRUCTED TO HOUSE MOTOR VEHICLES SHALL BE REQUIRED TO HAVE SAME SET BACK DISTANCE AS PRINCIPAL STRUCTURE, I.E. MINIMUM FIFTH-FIVE (55) FEET FROM CENTER OR ROADWAY ON RESIDENTIAL STREETS AND NINETY (90) FEET FROM CENTER OF ROADWAY ON COUNTY OR STATE HIGHWAYS. REAR PROPERTY LINE MINIMUM SET BACK DISTANCE OF THIRTY-FIVE (35) FEET IS REQUIRED ALONG WITH A SIDE PROPERTY LINE SET BACK DISTANCE OF EIGHT (8) FEET SHALL BE REQUIRED. A DRIVEWAY CONSTRUCTED OF STONE, CONCRETE OR ASPHALT IS REQUIRED TO BE PART OF OVERALL DEVELOPEMNT PLAN FOR INSTALLATION OF DETACHED GARAGES.
- **TRACTOR TRUCK TRAILERS, CARGO SHIPPING CONTAINERS, STORAGE TANKS, RAILROAD CARS, ETC. SHALL NOT BE CONSIDERED AS AN ACCESSORY STRUCTURE, STORAGE BUILDING OR MODIFIED IN ANY WAY TO BE UTILIZED AS AN ACCESSORY BUILDING WITHIN ANY ZONING DISTRICT.** PORTABLE ON-DEMAND STORAGE UNTITS (PODS) MAY BE PERMITTED ON A TEMPORARY BASIS FOR NO LESS THAN 30 DAYS SUBJECT TO PERMIT REQUIREMENTS AND PLACED ON A CONCRETE OR ASPHALT SURFACE.
- GRADING AND HEIGHT ELEVATIONS DURNING PRE & POST CONSTRUCTION SHALL NOT CAUSE ADVERSE STORM WATER DRAINAGE CONDITIONS TO ADJOINING PROPERTIES.
- COMMERCIAL BUSINESS ACTIVITY, WITH SALES AND SERVICES CONDUCTED IN DETACHED ACCESSORY BUILDINGS OR STRUCTURES SHALL BE PROHIBITED IN R-RESIDENTIAL ZONED DISTRICTS. PRIVATE MECHANICAL REPAIRS AND SERVICE IS PERMITTED FOR ONE-(1) MOTOR VEHICLE AT A TIME.
- ALL ACCESSORY BUILDINGS SHALL BE MAINTAINED IN GOOD CONDITION. ANY ACCESSORY BUILDING OR STRUCURE CONSIDERED TO BE IN STRUCTURAL DISPAIR OR BLIGHTED CONDITION AS DETERMINED BY THE ZONING INSPECTOR SHALL BE REPAIRED, REPLACED OR REMOVED FROM THE SITE WHEN DIRECTED TO DO SO.

C. RESIDENTIAL AND AGRICULTURAL ACCESSORY BUILDINGS, PERMITTED LOT QUANTITY, SQUARE FOOTAGE AND HEIGHT LIMITATIONS.

1. NO MORE THAN TWO-(2) ACCESSORY STRUCTURES MAY BE CONSTRUCTED ON ANY RESIDENTIAL OR AGRICULTURAL LOT WHERE AN EXISTING ATTACHED OR DETACHED GARAGE TO THE PRINCIPAL STRUCTURE. AGRICULTURAL ZONED LOTS (UNDER 5 ACRES) MAY BE PERMITTED MORE THAN 2 ACCESSORY STRUCTURES HOWEVER THIS IS BASED ON LOT AND ACREAGE SIZE AS INDICATED BELOW.
2. ACCESSORY BUILDINGS, GARAGES AND STRUCTURES ON LOTS LESS THAN ONE-(1) ACRE IN SIZE.
 - A. THE AREA – SQUARE FOOTAGE OF ANY ONE-(1) ACCESSORY BUILDING SHALL NOT EXCEED 576 SQUARE FEET IN SIZE.
 - B. THE AREA – SQUARE FOOTAGE FOR ANY TWO-(2) ACCESSORY BUILDINGS SHALL NOT EXCEED A TOTAL OF 1000 SQUARE FEET.
 - C. MAXIMUM PERMITTED HEIGHT SHALL NOT EXCEED 15 FEET FROM GROUND TO PEAK OF ROOF.
3. ACCESSORY BUILDINGS, GARAGES AND STRUCTURES ON LOTS GREATER THAN ONE-(1) ACRE IN SIZE TO 2.99 ACRES IN SIZE.
 - A. THE AREA – SQUARE FOOTAGE OF ANY ONE-(1) ACCESSORY BUILDING SHALL NOT EXCEED 750 SQUARE FEET IN SIZE.
 - B. THE AREA – SQUARE FOOTAGE FOR ANY TWO-(2) ACCESSORY BUILDINGS SHALL NOT EXCEED A TOTAL OF 1600 SQUARE FEET.
 - C. MAXIMUM PERMITTED HEIGHT SHALL NOT EXCEED 15 FEET FROM GROUND TO PEAK OF ROOF.
4. ACCESSORY BUILDINGS, GARAGES AND STRUCTURES ON LOTS GREATER THAN 3.00 ACRE IN SIZE TO 4.99 ACRES IN SIZE.
 - A. THE AREA – SQUARE FOOTAGE OF ANY ONE-(1) ACCESSORY BUILDING SHALL NOT EXCEED 1500 SQUARE FEET IN SIZE.
 - B. THE AREA – SQUARE FOOTAGE FOR ANY TWO-(2) ACCESSORY BUILDINGS SHALL NOT EXCEED A TOTAL OF 3000 SQUARE FEET.
 - C. MAXIMUM PERMITTED HEIGHT SHALL NOT EXCEED 25 FEET FROM GROUND TO PEAK OF ROOF.

5. ACCESSORY BUILDINGS, GARAGES AND STRUCTURES ON LOTS GREATER THAN FIVE-(5) ACRES IN SIZE.
 - A. THE AREA – SQUARE FOOTAGE OF ANY ONE-(1) ACCESSORY BUILDING SHALL NOT EXCEED 3500 SQUARE FEET IN SIZE.
 - B. THE AREA – SQUARE FOOTAGE FOR ANY TWO-(2) ACCESSORY BUILDINGS SHALL NOT EXCEED A TOTAL OF 7500 SQUARE FEET.
 - C. MAXIMUM PERMITTED HEIGHT SHALL NOT EXCEED 35 FEET FROM GROUND TO PEAK OF ROOF.
 - D. AGRICULTURAL PARCELS GREATER THAN 5 ACRES WHERE THE USE OF THE STRUCTURE IS SPECIFIC TO AGRICULTURAL ACTIVITY AS DEFINED IN OHIO REVISED CODE, THEN HEIGHT, SIZE AND SET BACK REQUIREMENTS ARE EXEMPT. STRUCTURE STILL WOULD STILL BE OUTSIDE OF ANY ROAD RIGHT OF WAY, OR EASEMENT LOCATION.

D. COMMERCIAL AND INDUSTRIAL ACCESSORY BUILDINGS, PERMITTED LOT QUANTITY, SQUARE FOOTAGE AND HEIGHT LIMITATIONS.

1. ACCESSORY BUILDINGS SHALL NOT EXCEED THIRTY-FIVE (35) FEET IN HEIGHT.
2. DETACHED ACCESSORY BUILDINGS SHALL NOT ENCROACH ON ANY REQUIRED SET BACK DISTANCE.
3. THERE SHALL BE NO MORE THAN THREE-(3) COMMERCIAL BUILDINGS ON A LOT WHERE THE PRIMARY STRUCTURE IS LESS THAN 200,000 SQUARE FEET IN SIZE.
4. ACCESSORY BUILDINGS SHALL BE SET BACK FROM PROPERTY LINES BASED ON THE BUSINESS AND INDUSTRIAL CLASSIFICATION SET BACK DISTANCE AS DESCRIBED IN ARTICLE 19-2 (BULK & AREA REQUIREMENTS).
5. THE ZONING INSPECTOR SHALL HAVE THE AUTHORITY TO DETERMIN IF THE PROPOSED ACCESSORY USE IS OF SCALE AND NATURE AS TO BE A SECOND PRINCIPAL BUILDING AND OR USE OF THE SITE, WHICH ARE SUBJECT TO REQUIREMENTS OF PRINCIPAL BUILDINGS, INCLUDING APPLICABLE ARCHITECTURAL STANDARDS.

F. OTHER

1. **A ZONING PERMIT IS REQUIRED FOR ALL ACCESSORY BUILDINGS AND STRUCTURES IN EXCESS OF 200 + SQUARE FEET** AND SHALL BE REQUIRED TO COMPLY WITH ALL REQUIRED SET BACK DISTANCES FROM PROPERTY LINES, PERMITTED LOCATION WITHIN THE LOT, AND ANY OTHER REQUIREMENTS AS ADDRESSED IN ARTICLE 1716.
2. **A SITE PLAN IS REQUIRED TO BE SUBMITTED WITH THE ABOVE SIGNED APPLICATION.** SITE PLAN SHALL INCLUDE BUT NOT LIMITED TO DRAWING OF THE SHAPE OF OWNERS LOT, DRAWING OF ALL STREETS IN FRONT OR SIDE OR REAR OF THE PROPERTY, LOCATION OF EXISTING STRUCTURES (PRINCIPAL DWELLING UNIT AND ALL ACCESSORY BUILDINGS ON THE LOT REGARDLESS OF SIZE), LOCATION OF PROPOSED NEW CONSTRUCTION SITE, LOCATION OF ALL EASEMENT AREAS, LOCATION OF ANY HAZARD AREAS IF APPLICABLE, AND ALL DISTANCES FROM PROPERTY LINES TO PROPOSED CONSTRUCTION LOCATION CLEARLY IDENTIFIED. ALL COSTS ASSOCIATED IN THE CONSTRUCTION, AND ANY OTHER INFORMATION AS DIRECTED FROM THE ZONING AUTHORITY. FAILURE TO SUBMIT REQUIRED INFORMATION MAY RESULT IN APPLICATION BEING DENIED AND RETURNED TO OWNER FOR ADDITIONAL INFORMATION.
3. **A PORTABLE STORAGE UNIT (PODS)** IS INTENDED TO BE USED ONLY FOR TEMPORARY STORAGE FOR NO MORE THAN 30 DAYS. IT IS NOT INTENDED TO BE USED FOR LONG-TERM ON-SITE STORAGE. THE UNIT MUST BE PLACED ON A HARD SURFACE SUCH AS CONCRETE OR ASPHALT BASE. A PERMIT IS REQUIRED.

G. EASEMENTS

BE AWARE THAT YOUR PROPERTY MAY INCLUDE RECORDED EASEMENTS, INCLUDING BUT NOT LIMITED TO UTILITY EASEMENTS, AND THE PROPERTY OWNER IS SOLELY RESPONSIBLE FOR LOCATING ALL RECORDED EASEMENTS. THE PROPERTY OWNER ASSUMES ALL RISK WHEN CONSTRUCTING A NON-PERMANENT ACCESSORY BUILDING WITHIN A RECORDED EASEMENT. SUCH BUILDING MAY REQUIRE RELOCATION OR REMOVAL AT THE OWNER'S EXPENSE FOR SCHEDULED OR EMERGENCY MAINTENANCE, REPAIR, OR REPLACEMENT WITHIN THE EASEMENT. CONTACT THE COUNTY AUDITOR OR RECORDER'S OFFICE FOR A COMPLETE LISTING OF RECORDED EASEMENTS ON YOUR PROPERTY.

REMEMBER TO SEND THE FOLLOWING:

1. **APPLICATION FOR ACCESSORY STRUCTURE.**
2. **SITE PLAN DRAWING OR AERIAL VIEW FROM ALLEN COUNTY AUDITOR'S OFFICE.**
3. **SITE PLAN OR AERIAL VIEW TO INCLUDE ALL ADJOINING STREETS IN VICINITY OF THE PRINCIPAL STRUCTURE, DRIVEWAYS, LOCATION OF PRINCIPAL STRUCTURE, ALL EXISTING STRUCTURES ON THE LAND (GARDEN SHEDS, GARAGES, POLE BARN, POOLS, POOL DECKING, ETC.). ON CORNER LOTS SHOW ALL ADJOINING STREETS LONG FRONT AND SIDE OF RESIDENCE. ON PARCELS WITH STREET TO FRONT AND REAR OF PROPERTY SHOW THE STREETS IN FRONT, SIDE AND REAR OF PROPERTY.**
4. **SITE PLAN TO SHOW LOCATION OF NEW / PROPOSED STRUCTURE. SET BACK DISTANCES CLEARLY INDICATED FROM REAR AND SIDE PROPERTY LINES (NO EXCEPTIONS).**
5. **ANY EXISTING GARDEN SHEDS, BARN, POLE BARN, OUT BUILDINGS, DETACHED GARAGES- THE SQUARE FOOTAGE OF THOSE STRUCTURES SHALL BE INCLUDED IN THE APPLICATION. THIS INCLUDES THE LENGTH, WIDTH, AND HEIGHT OF ALL STRUCTURE ALREADY ON THE PARCEL. THIS IS USED TO CALCULATE TOTAL ALLOWABLE ACCESSORY BUILDING SQUARE FOOTAGE ALLOWED.**
6. **INFORMATION FROM COMPANY SHOWING THE ACCESSORY BUILDING, MATERIALS AND HEIGHT OF STRUCTURE CLEARLY INDICATED.**
7. **IF AN ACCESSORY STRUCTURE, GARAGE OR BUILDING REQUIRES ADDITIONAL SQUARE FOOTAGE, YOU ARE ALLOWED TO FILE FOR A VARIANCE WITH THE SHAWNEE TOWNSHIP ZONING BOARD OF APPEALS. CONTACT SHAWNEE TOWNSHIP ZONING OFFICE FOR APPEAL APPLICATION AND FILING FEES.**
8. **ANY GARDEN SHED (LESS THAN 200 SQUARE FEET) DOES NOT REQUIRE A PERMIT, HOWEVER SHALL CONFORM TO ALL SET BACK DISTANCES AND LOCATION IN REAR YARD. STONE OR PAVER BASE IS REQUIRED FOR GARDEN SHEDS UNDER 200 SQUARE FEET.**
9. **MOBILE ACCESSORY BUILDINGS ON SKIDS SHALL OVER 200 SQUARE FEET SHALL CONFORM TO THE ACCESSORY BUILDING REGULATIONS. APPLICATION, SITE PLAN, AND FEES REQUIRED.**