



SHAWNEE TOWNSHIP ZONING DEPARTMENT

2530 Ft. Amanda Road

Lima, Ohio 45804

ACCESSORY BUILDING PERMIT APPLICATION

Property Information	
Address:	
Parcel Number:	
Zoning:	Acres:

Staff Use
Permit Number:
Permit Fee:
Filed Date:
Receipt Number:
Date Approved:

Applicant Information		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Owner Information		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Documents
<input type="checkbox"/> Application
<input type="checkbox"/> Fee
<input type="checkbox"/> Site Plan
<input type="checkbox"/> Rendering

Accessory Building Information
Describe the Project (Materials, dimensions, location, colors, construction cost, etc.)
Accessory Building Use
Describe what the building will be used for: (Specific As Possible)

Documents to Submit to Shawnee Township Zoning Department
Accessory Building Permit Application: Submit 1 copy of the Accessory Building Permit Application.
Fee: Application fee of \$50. ⁰⁰ + plus Five- 5 Cents Per Square Foot- Structures over 200 SF.
Site Plan: Submit one (1) copy of a site plan. All existing and proposed structures must be clearly identified and shown on site map, showing the following:
<ul style="list-style-type: none"> • Location of all existing buildings, structures within the parcel. To include all facing or abutting streets, ponds, waterways. • Accessory Building location, dimensions, and materials. • Accessory Building distance to property lines, clearly identified. • Property lines, easements and right-of-way's are clearly identified.
Rendering: Submit one (1) color copy of a rendering depicting what the accessory building will look like.

Important Information

Applicability: An accessory building permit is required for all sheds regardless of size, pole buildings, detached garages, gazebos, etc. that are not agriculturally exempt. Accessory buildings are permitted in all zoning districts.

Accessory Building Regulations: All accessory buildings must meet the following regulations:

- The maximum number of accessory buildings on a lot cannot exceed two (2). This excludes attached or detached garages, and applies to accessory buildings.
- The maximum square footage for accessory buildings is determined by the following formula:
- **Principal Lot is Less than One-1 Acre -**
 - 576 Square Feet for one-1 accessory building / Combined square footage for two-2 accessory buildings on same lot, not to exceed a combined total of 1000 square feet.
- **Principal Lot is 1.0 acre to 2.99 acres -**
 - 750 Square Feet for one-1 accessory building / Combined square footage for two-2 accessory buildings on same lot, not to exceed a combined total of 1600 square feet.
- **Principal Lot is 3.0 acre to 4.99 acres -**
 - 1500 Square Feet for one-1 accessory building / Combined square footage for two-2 accessory buildings on same lot, not to exceed a combined total of 3000 square feet.
- **Principal Lot is 5.0 acres or more -**
 - 3500 Square Feet for one-1 accessory building / Combined square footage for two-2 accessory buildings on same lot, not to exceed a combined total of 7500 square feet.
- Agricultural Lots greater than 5 acres and use is exclusive to agricultural activity is exempt.

The maximum height for accessory buildings is:

- 15 feet for lots three (3) acres or less.
- 25 feet or lots greater than two (2) acres.
- 35 feet on lots greater than five (5) acres.
- Building Height is measured from common level ground to the top peak of roof. (Not measured from level ground to side wall height)

Accessory buildings must be located within the rear yard.

- Properties with frontage on two (2) streets will be considered to have two (2) front yards.
- Accessory buildings cannot be located in a recorded easement.
- Accessory buildings cannot infringe on sanitary or water systems.
- Accessory buildings must be compatible in appearance to the principal structure.
- The maximum height for accessory buildings is:
 - 18 feet for lots that are two (2) acres or less.
 - 25 feet or lots that are greater than two (2) acres.
- Accessory buildings must be located within the rear yard. Side yard only considered if incapable of rear yard construction, due to underground lines, utilities or other fixtures. Side yard construction shall not protrude forward of the main front line of principal dwelling unit.
- Properties with frontage on two (2) streets will be considered to have two (2) front yards.
- Accessory buildings cannot be located in a recorded easement.
- Accessory buildings cannot be constructed at a ground elevation higher than the existing principal structure.
- All accessory buildings GREATER THAN 700 square feet shall require a written storm water management drainage plan to be submitted by applicant and reviewed by the zoning authority and/or Allen Co. Drainage Engineer to review potential storm water drainage to adjoining property owner(s).
- Accessory buildings cannot infringe on sanitary or water systems.
- Accessory buildings must be setback 10 feet from all property lines.
- **No temporary or permanent residency or occupancy shall be permitted in any accessory structure.** Temporary or extended residency shall require a Shawnee Township Board of Zoning Appeals Approval for a Conditional Use Certificate to be issued after a public hearing on the matter. Property owner shall be required to file an application to the Shawnee Township Board of Appeals.
- **No commercial business activity is permitted from any accessory building.** This includes but not limited to independent automotive repair or maintenance activity, secondary business material storage facility, automotive maintenance and repair garages, or reference to "doing business as". Exception is business that meets and conforms to the clearly defined agricultural activity as outlined in the Ohio Revised Code.
- **No secondary driveways shall be permitted leading to the accessory structure from roadway.** No secondary driveway permit or road cut will be approved.
- **All water, sewer, gas or electrical lines shall be tied directly to the principal structure.** Accessory structure shall be deeded with the main principal structure and sold together.
- Accessory buildings cannot adversely affect neighboring properties.
- Accessory buildings cannot be located on a lot without a principal structure; exception to 5 acres or larger and zoned Agricultural Use.
- Mixed Use Structures, i.e. Morgan Homes, Barnminimiums, Part Residence-Part Barn; Part Residence-Part Commercial Structures are prohibited in residential zoned lots. May only be approved on lots 5 acres or more, and zoned agricultural.
- It is the property owner's responsibility to determine property lines and certify the accessory building meets the appropriate setbacks at the time of installation or construction.
- Garages (Not barns, pole barns, out-buildings) utilized to house automobiles, shall utilize the Shawnee Township Building Construction Application Only with required documentation attached. The set back distances for automobile garage is 35 feet from rear property lines and 8 feet for all side property lines. Garages shall require a driveway of stone, concrete or asphalt at time of construction.
- Garages shall be uniform in appearance and construction and built with same materials and craftsmanship as the principal structure.
- Construction cost must be indicated on Page 1 of application, this is submitted to Allen Co. Auditor as home improvement.

<p>Home Owners Association:</p> <ul style="list-style-type: none"> • It is important to check with the neighborhood Home Owners Association, if applicable, for any accessory building requirements they may have. • Accessory buildings may require approval from the Home Owners Association <u>prior to</u> construction.
<p>Inspections:</p> <ul style="list-style-type: none"> • The Shawnee Township Zoning Department will inspect the accessory building upon completion to ensure that it complies with the approved permit. • If any part of your parcel is located in a flood area, regardless of where the accessory building is located at, a FEMA review shall be required by Allen County Regional Planning Commission for review and approval before any construction can proceed. Their office will review the building area, location of flood hazard and make determination. Their permit is separate from Shawnee Township Zoning Permit requirements. • To schedule an inspection please call the Zoning Inspector at 419-991-8706.
<p>Building Permit:</p> <ul style="list-style-type: none"> • An accessory building may require a building permit from the Allen County Building Department if it is constructed on commercial property. • Please contact the Allen County Building Department for additional information.

Signatures	
I certify the facts, statements and information provided on and attached to this application are true and correct to the best of my knowledge and understand the requirements for an accessory building. Also, I authorize Shawnee Township staff to inspect the property as necessary as it pertains to this application.	
Applicant:	Date:
Owner:	Date:

Zoning Inspector		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved - Reason: _____ <input type="checkbox"/> Owner to refer to Shawnee Township Board of Zoning Appeals.		
Zoning Inspector:	Approval Date:	Expiration Date:
Conditions: <i>The accessory building shall meet all requirements of Article 1716 of the Shawnee Township Zoning Resolution</i>		

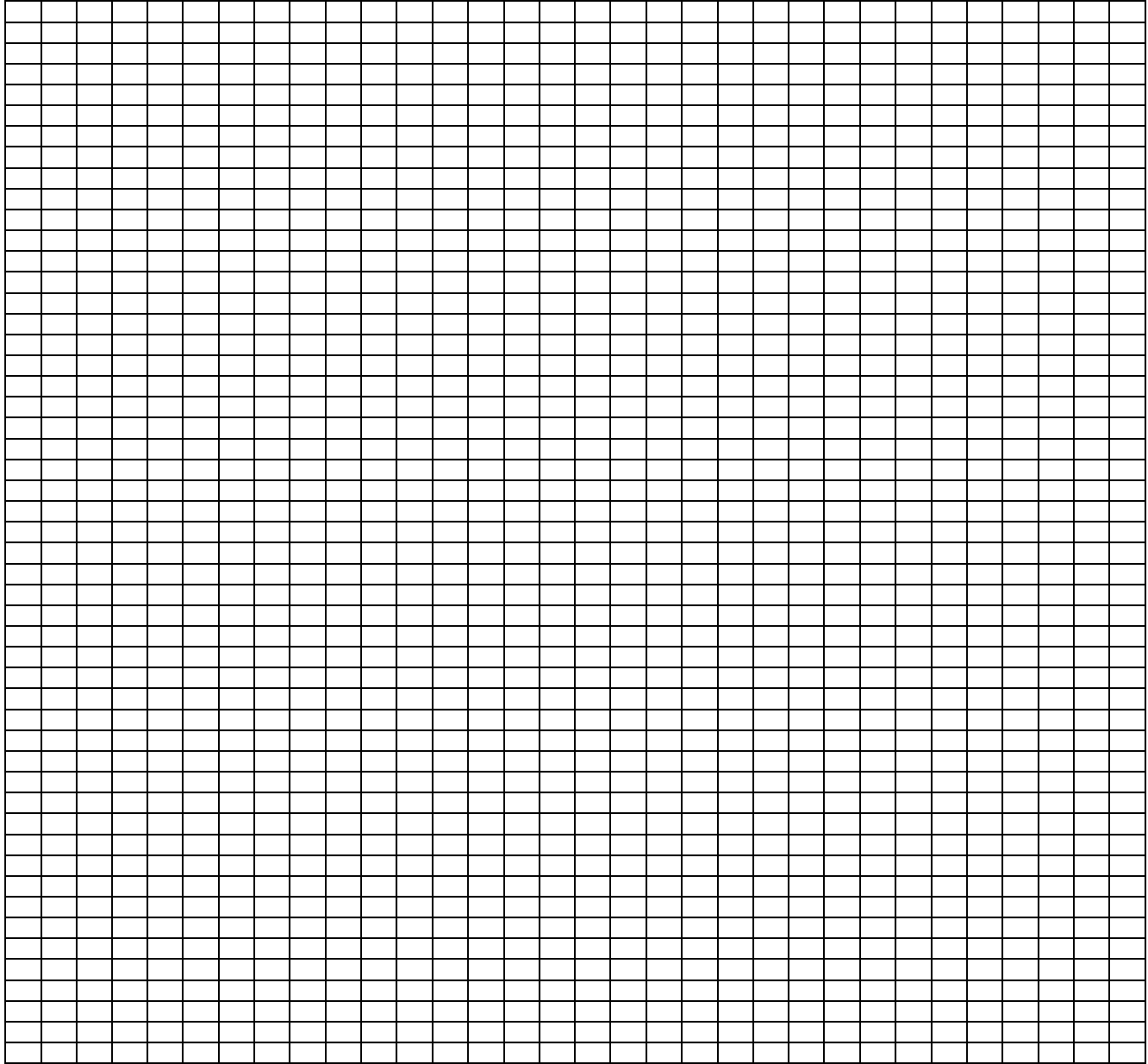
Ensure your application is completed in its entirety. Incomplete applications or applications missing information **WILL NOT BE PROCESSED** - Parcel Numbers #46-XXXX-XX-XXX, XXX, and Lot # can be obtained from the Allen County Auditor's Web Site. Type <http://allencountvohpropertytax.com/>. Put in your name, or address or parcel # to get the information.

Applications are reviewed on a case by case basis, and per Shawnee Township Zoning Resolution, the Zoning Inspector has 30 days to render a decision on applications filed for review. Missing information will result in a delay in approving your application. Applications submitted with all the information are routinely approved in 72 hours.

Construction without a permit will subject the property owner to Administrative Citation and Civil Fine; as well as a fine of \$500.00 per day can be assessed for violation of Shawnee Township Zoning Resolution. Construction without a permit will result in a stop work order being issued upon the land.

All applications must be sent electronically Zoning@shawneetownship.com

SITE PLAN



SITE PLAN:

- List all streets front and or side of property (if on corner lot).
- Draw out property lines, easement areas, and road right of ways.
- Draw House, Driveway, Existing and Proposed Structures.
- Draw Distance from Home to Proposed Structure.
- Indicate length, width, and height of structure.
- Indicate N-North on arrow.
- Any other pertinent information needs indicated on site plan.
- Distance from Roadway is measured from CENTER of street or roadway.