



# SHAWNEE TOWNSHIP ZONING DEPARTMENT

2530 Ft. Amanda Road  
Lima, Ohio 45804

## ACCESSORY BUILDING PERMIT APPLICATION

<b>Property Information:</b>	
Owner:	
Address:	City / State / Zip:
Parcel Number:	
Zoning:	Total Acreage:

<b>Applicant Information:</b>		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

<b>Contractor / Builder Information:</b>		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

<b>Accessory Building Information:</b>			
Describe the Project:			
Building Length:	Building Width:	Building Height: (Common Ground to Top Roof Peak)	Total Square Footage:
Front Set Back Distance:	Rear Set Back Distance:	Left Set Back Distance:	Right Set Back Distance:
Type of Foundation Used:	Wall Construction:	Roof Material:	
Any Electrical / Plumbing / Sanitary Lines Installed:			
Describe the use of building: (Specific)			
Construction Cost for Project: \$_____ (This is the amount that will be sent to Allen County Auditor Office)			
<ul style="list-style-type: none"> <li>Based on size of the structure, (1000 SF+ ) a drainage plan may be required to be submitted outlining and describing storm water run off and any potential impact to neighboring properties)</li> </ul>			

<b>Required Documentation to Submit to Shawnee Township Zoning Department</b>
<b>Permit Application &amp; Fee:</b> Permit is required for any accessory structure placed on a parcel within Shawnee Township. Submit 1 copy of the Accessory Building Permit Application. Application fee of \$50.00 + 10 ten cents per square foot, for structures 200 SF and greater. <u>Accessory buildings less than 200 SF are not charged a permit fee.</u>
<b>Site Area Drawing:</b> Submit one (1) copy of a site drawing. Show drawing of parcel, to include location of all streets, residence, driveway, and location of any existing accessory structures to include square footage of any existing buildings. <ul style="list-style-type: none"> <li>Show N-North Direction, show outline of parcel property boundary lines. If you are unsure of property line locations, a professional survey is encouraged to avoid potential property line disputes.</li> <li>Indicate location of new proposed accessory building to include dimensions ( Length, Width, Height).</li> <li>Indicate location of accessory building distance from all property lines. Show any easement areas on the property (Rear Yard and/ or Side Yard) Ensure these are clearly identified.</li> </ul>
<b>Rendering:</b> Submit one (1) color copy of a rendering depicting what the accessory building will look like.

<b>Staff Use:</b>
Permit Number:
Approved / Denied
Zoning Inspector
Date Approved:
Check No: Receipt No.

<b>Documents Submitted for Review:</b>
<input type="checkbox"/> Application
<input type="checkbox"/> Fee
<input type="checkbox"/> Site Plan
<input type="checkbox"/> Rendering

Important Information
<p><b>Applicability:</b> An accessory building permit is required for all sheds regardless of foundation, pole buildings, detached garages, gazebos, etc. that are not agriculturally exempt. Accessory buildings are permitted in all zoning districts.</p>
<p><b>Accessory Building Regulations:</b> All accessory buildings must meet the following regulations:</p> <ul style="list-style-type: none"> <li>• The maximum number of accessory buildings on a lot cannot exceed two (2). This excludes attached or detached garages, and applies to accessory buildings.</li> <li>• The maximum square footage for accessory buildings is determined by the following formula:</li> <li>• <b>Principal Lot is Less than One-1 Acre -</b> <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>• <b>Principal Lot is 1.0 acre to 2.99 acres -</b> <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>• <b>Principal Lot is 3.0 acre to 4.99 acres -</b> <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>• <b>Principal Lot is 5.0 acres or more -</b> <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>• Building Height is measured from common level ground to the top peak of roof. (Not measured from level ground to side wall height)</li> </ul> <p><b>Accessory buildings must be located within the rear yard.</b></p> <ul style="list-style-type: none"> <li>• Properties on corner lots are considered to have two (2) front and two (2) side yards, and no designated rear yard. Set back distance from center of both roadways and side yard set back distance required. (90) feet from center of a County and State Roadways, (55) feet from Township Residential Roadways.</li> <li>• Accessory buildings cannot be located in a recorded utility easement.</li> <li>• Accessory buildings <u>must be compatible in appearance</u> to the principal structure.</li> <li>• Accessory buildings must be located within the <u>rear yard</u>.</li> <li>• <b>All accessory buildings GREATER THAN 1000 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).</b></li> <li>• All Accessory buildings <u>must be set back a minimum of 10 feet</u> from all property lines.</li> <li>• <u>No temporary or permanent residency or occupancy shall be permitted in any accessory structure.</u> 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.</li> <li>• <u>No commercial business activity is permitted from any accessory building.</u> 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".</li> <li>• <u>No secondary driveways shall be permitted leading to the accessory structure from roadway. No secondary driveway permit or road cut will be approved.</u></li> <li>• <u>All water, sewer, gas or electrical lines shall be tied directly to the principal dwelling structure.</u></li> <li>• It is the property <u>owner's responsibility to determine property lines</u> and <u>certify the accessory building meets the appropriate setbacks at the time of installation or construction.</u></li> <li>• Garages shall be uniform in appearance and construction and built with same materials and craftsmanship as the principal dwelling structure.</li> <li>• Construction cost must be indicated on Page 1 of application, this is submitted to Allen County Auditor as home improvement.</li> <li>• Agricultural exemption must clearly indicate the <u>specific agricultural activity</u> and <u>how the use is directly associated with that activity</u>. IE- farming; ranching; algaculture meaning the farming of algae; aquaculture; apiculture; horticulture; viticulture; animal husbandry, including, but not limited to, the care and raising of livestock, equine, and fur-bearing animals; poultry husbandry and the production of poultry and poultry products; dairy production; the production of field crops, tobacco, fruits, vegetables, nursery stock, ornamental shrubs, ornamental trees, flowers, sod, or mushrooms; timber; pasturage; any combination of the foregoing; and the processing, drying, storage, and marketing of agricultural products when those activities are conducted in conjunction with, but are secondary to, such husbandry or production.</li> </ul>
<p><b>Home Owners Association:</b></p> <ul style="list-style-type: none"> <li>• It is important to check with the neighborhood Home Owners Association, if applicable, for any accessory building requirements they may have.</li> <li>• Accessory buildings require approval from the Home Owners Association <u>prior to</u> construction.</li> </ul>
<p><b>Inspections:</b></p> <ul style="list-style-type: none"> <li>• The Shawnee Township Zoning Department will inspect the accessory building upon completion to ensure that it complies with the approved permit.</li> <li>• 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.</li> <li>• To schedule an inspection please call the Township Zoning Inspector at 419-222-2984.</li> </ul>
<p><b>Commercial Building Permit:</b></p> <ul style="list-style-type: none"> <li>• An accessory building may require a building permit to be issued from the Lima Allen County Building Department if it is constructed on Business or Industrial Zoned property.</li> <li>• Please contact the Lima Allen County Building Department for additional information.</li> <li>• A Shawnee Township Zoning Certificate is required and needs to be submitted with all paperwork submitted to the Lima Allen County Building Department. They will not process any application unless a permit issued by the township is included.</li> </ul>



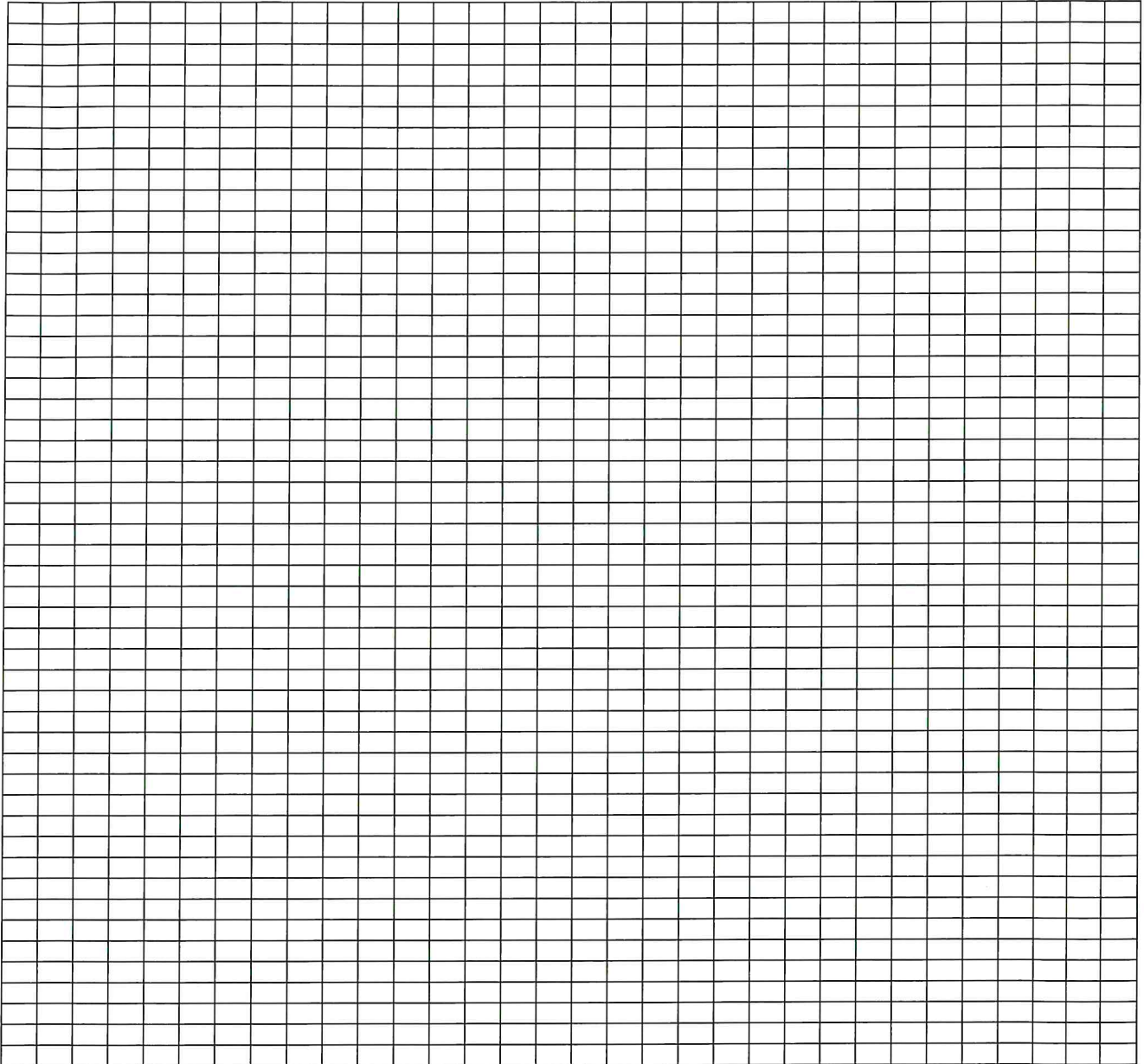
<b>Signatures</b>	
<p>Shawnee Township makes its decision to grant a zoning certificate based on information the applicant presents, should any of the information be incorrect, whether intentional or unintentional the applicants project could be found to be in violation of the Shawnee Township Zoning Resolution. Granting a zoning certificate does not guarantee conformance to the zoning resolution, but based on representations made by the applicant in the application. Subsequent remedial action could be required to correct non-conformity.</p> <p>I certify the facts, statements and information provided and attached to this application are true and correct to the best of my knowledge and understand the requirements for accessory building(s). It is the applicant's responsibility to be aware of Shawnee Township zoning regulations, Neighborhood Deed Restrictions, and HOA Association Covenants, Conditions, &amp; Restrictions. It is the owner's responsibility to know location of all property lines as well as ensure project conforms to Ohio Building Code requirements.</p>	
Contractor / Applicant:	Date:
Owner:	Date:

<b>Zoning Inspector</b>		
<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 stated in Article XVII and Article XIX of the Shawnee Township Zoning Resolution.</i>		

1. 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://allencountyohpropertytax.com/>, Put in your name, or address or parcel # to get the information.
2. Applications are reviewed on a case by case basis, and per Shawnee Township Zoning Resolution, the Township Zoning Inspector has a maximum of 30 days to render a decision on applications filed for review. Missing information will result in a delay in approving your application.
3. Construction must be conducted within one year of being issued. After one year, and a new permit will be required to be issued. Permit fee will be ½ of the original cost of first permit issued.
4. Site construction or illegal placement of an accessory structure on a property WITHOUT A PERMIT is in violation of Shawnee Township Zoning Resolution. Construction or placement of the accessory structure without a permit shall be subject to DOUBLE the permit fee if a permit is obtained within TEN-10 days of notification. Permit fee will be TRIPPLE for permit obtained after TEN-10 days of notification.
5. Any change in use of an accessory building, i.e. storage use is changed to commercial business use; or storage use is later converted to dwelling unit shall be subject to stop work order / cease and desist order. An administrative fine of \$100.00 shall be initiated and every day the violation exists shall be \$100.00 a day administrative fine imposed upon property owner, for violation of Shawnee Township Zoning Resolution (519.99 ORC).
6. Shipping Containers, Cargo Holding Containers, Modified Rail Road Cars are PROHIBITED in all zoning districts.
7. Permit fees are to be paid by means of check or money order made out to SHAWNEE TOWNSHIP. No cash will be accepted. Payment may be dropped off at the Shawnee Township Admin. Building, or the Mail Box outside of Road / Zoning Offices, or mailed directly to Shawnee Township Administration Building c/o Zoning Department, 2530 Ft. Amanda Road, Lima, Ohio 45804.

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## SITE DRAWING



### 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.