

It is recommended that you review the Sugarcreek Township Zoning Resolution requirements prior to submitting an application. To access the Zoning Resolution go to www.sugarcreektownship.com. Click on the Zoning Office link on the township's homepage, then click on the Zoning Resolution link under the *General Information* heading on the Zoning Office's homepage.

COMMON REASONS CERTIFICATES ARE DENIED:

- The total square-footage of all proposed and existing residential accessory structures exceeds the 50% allowance. In residential districts, the combined total square footage of all existing and proposed accessory structures cannot exceed 50% of the total square footage of the main building (house). For example if your house has 2,000 SF of living area and you have an existing 200 SF shed, you would be permitted an additional 800 SF in detached accessory structures (2,000 SF x 0.50) - 200 SF = 800 SF.
- The proposed structure does not meet the setback requirements. Setbacks for main structures are established according to the underlying zoning district. In residential districts, accessory buildings less than 1,000 square feet must be setback at least eight (8) feet from the side and rear lot lines and at least ten (10) feet from the main building; accessory buildings greater than 1,000 square feet must be setback at least fifteen (15) feet from the side and rear lot lines and at least ten (10) feet from the main building. Signs have varying setback requirements.
- The proposed structure exceeds permitted height (see definitions in this brochure for determining height). Residential accessory structures cannot exceed a height of 15 feet. Main structure heights are established according to the underlying zoning district.
- The proposed structure exceeds the permitted lot coverage ratio. Each zoning district has an established permitted maximum lot coverage standard. See Lot Coverage information in this brochure. Contact us for more information.
- Landscaping, lighting, or parking requirements are not met for new commercial construction.

PLEASE BE ADVISED

- Final Inspections are conducted to verify conformance with approved plans. You must schedule a Final Inspection once the project is completed and prior to occupancy/use.
- Check with your homeowner's association and review any subdivision covenants and restrictions to determine the compatibility of your project with these requirements. Subdivision covenants and restrictions are on record at the Greene County Recorder's Office at 69 Greene Street, Xenia, Ohio (937) 562-5270.
- Most construction projects require a Building Permit from the Greene County Department of Building Regulation at 667 Dayton-Xenia Road, Xenia, Ohio (937) 562-7420. A Zoning Certificate **must** be issued prior to the County's release of a Building Permit.
- The Sugarcreek Township Fire Department (937) 848-7344 reviews all commercial plans for compliance with Fire Codes. A Fire Department Review Request **must** be submitted with the Zoning Certificate Application for all commercial submissions.
- All driveways installed along township roads require a Driveway Permit from the Sugarcreek Township Roads and Services Department (937) 848-8426. Driveways installed along county roads require a Driveway Permit from the Greene County Engineer's Office at 615 Dayton-Xenia Road, Xenia, Ohio (937) 562-7500. A Driveway Permit Application **must** be submitted with the Zoning Certificate Application when new access points along township roads are proposed.
- The construction of new homes served by on-site sewer systems and building additions that add to the number of bedrooms in existing homes served by on-site sewer systems are required to have been approved by the Greene County Combined Health District at 360 Wilson Drive, Xenia, Ohio (937) 374-5600 **PRIOR TO THE ISSUANCE OF A ZONING CERTIFICATE**. You must submit proof of Health Department approval in these instances with your Zoning Certificate Application. New commercial construction served by on-site sewer systems requires EPA approval.
- Check with Greene County Soil & Water at 1363 Burnett Drive, Xenia, Ohio (937) 372-4478 to determine if any grading, filling, cutting, or similar topographical changes are appropriate. Site plans for new residential and commercial construction will be submitted to the SWCD by the Township for review prior to a Zoning Certificate being issued.
- Call the Ohio Utilities Protection Service (OUPS) at 1-800-362-2764 prior to beginning construction.



Zoning Certificate Application Information



Sugarcreek Township Zoning Office
Cara KillKelley, Compliance Officer
2090 Ferry Road
Bellbrook, Ohio 45305
Phone: (937) 848-8426 Fax: (937) 848-7060
Email: ckillkelley@sugarcreektownship.com
Website: www.sugarcreektownship.com

CERTIFICATE INSTRUCTIONS

Please complete the requested information on the front side of the Zoning Certificate Application. It is important to note whether the front lot line extends to the center of the road as this impacts how the front yard setback is measured (refer to the definition of front yard setback line in this brochure). If you aren't sure, you can access a map of the parcel at www.co.greene.oh.us/website/gcMaps. Parcel numbers can also be accessed using this website. You can search by address or owner name to access property information.

Describe the proposed construction and write its description in the "EXPLAIN USE/PROJECT IN DETAIL" section. For example, if you are building a new single-family home, write New Construction Single-Family. If it is a new commercial building, write New Construction Commercial and describe the use (i.e. Doctor's Office, Bank, Fast-Food Restaurant, etc.). If you are building a detached garage or shed, write "Detached Garage", "Shed", etc. and specify the dimensions of the proposed structure (i.e. 12' x 12', 20' x 30', etc.) and the height (see definition of building height in this brochure). If you are building a fence, indicate the type of fence (vinyl privacy, cedar split rail, etc.) and the height. You must list all **existing structures** on the lot and their sizes in square feet where prompted (i.e. 2500 SF Single-Family Home and 120 SF Shed).

You are required to complete the shaded box on the rear of the Zoning Certificate Application for all new residential and commercial construction projects. Note that "1st Floor SF", "2nd Floor SF", "Garage SF" and "Finished Basement" apply only to new homes and new commercial buildings. If you are proposing to construct a detached garage or shed, you would write N/A in the "1st Floor SF", "2nd Floor SF", "Garage SF" and "Finished Basement" lines and write the total SF of the proposed detached garage or shed in the "Total SF" line.

LOT COVERAGE

Each zoning district has an established maximum lot coverage standard. The request for information on the proposed lot coverage percentage is to determine compliance with the applicable standard. Lot coverage is defined as "the part or percent of the lot occupied by buildings, including accessory buildings." Lot coverage is determined by figuring the total area of building coverage on the subject parcel relative to the subject parcel's total area. Note that there are 43,560 SF in one acre and a building *footprint* is the area covered by the structure at ground level. A building footprint would in-

clude a home's garage but not a home's second floor.

LOT COVERAGE % = $\frac{\text{Total Building Coverage in SF}}{\text{Property Area in SF}}$

FOR FENCES AND POOLS: Sugarcreek Township limits the height of fences and requires that a 5' fence with a gate and lock be constructed around any pool or around the entire property on which the pool is located. If the pool is above ground, then the required fencing may be an extension of the side wall, *if* access is reasonably prohibitive. Fences in residential districts are limited to 42" in height in front yards and 6' in height in side and rear yards. Corner lots have two (2) front yards. Generally speaking, a fence must be constructed with the structural supports on the *inside* of the area to be enclosed. **YOU MUST WRITE IN THE "EXPLAIN PROJECT IN DETAIL" SECTION THAT THE STRUCTURAL SUPPORTS OF THE PROPOSED FENCE WILL BE ON THE INSIDE OF THE AREA TO BE ENCLOSED.** A fence visible from a public right-of-way, which is designed with a finished appearance on one side, shall be oriented so that the finished side faces the right-of-way. **IF THE FENCE IS VISIBLE FROM A PUBLIC RIGHT-OF-WAY, YOU MUST WRITE IN THE "EXPLAIN PROJECT IN DETAIL" SECTION THAT THE FINISHED SIDE OF THE FENCE WILL BE FACING THE RIGHT-OF-WAY.** No barbed wire, other sharp-pointed or electrically charged material may be used in the construction of a fence.

FOR SIGNS: If your application is for a sign, include the area of each sign face and indicate how many sign faces there are (i.e. double-sided). You must indicate on the application the location (i.e. ground, wall, etc.) and size (in square feet) of all existing signs on the subject lot. Any application for a permanent ground sign must be accompanied by a landscaping plan. The minimum landscaped area shall be equal to the total sign area of the proposed sign. Sign regulations are contained in Article 17 of the Sugarcreek Township Zoning Resolution.

Please refer to the Zoning Certificate Application: Required Documents publication accessible on our website to ensure the correct documents are submitted with your application. Note that the plans submitted with a Zoning Certificate Application must be to scale.

Finally, if you aren't sure just ask! We are happy to answer any questions you might have regarding your application.

IMPORTANT DEFINITIONS

Front Yard Setback Line: An imaginary line parallel to the front lot line extending the full width of the lot, representing the distance which all or any part of any structure or building is to be setback from the front lot line. In the event that the front lot line does not fall along a right-of-way line, then the front setback line shall be measured from a line parallel to and twenty-five (25) feet from the centerline of the street, road or thoroughfare.

Building Height: The vertical distance measured from the established grade to the highest point of roof surface for flat roofs, to the deck line of mansard roofs, and to the average height between eaves and ridge for gable, hip, and gambrel roofs. Where a building is located on sloping terrain, the height may be measured from the average ground level of the grade at the building wall.

Lot Frontage: The continuous distance between the side lot lines measured along a public road, except: (1) in the case of a cul-de-sac or other curved street where frontage shall be measured along the required front setback line and (2) in the case of a corner lot where frontage shall be measured along the shortest front lot line.

Main Building: The building where the principal use of the lot is conducted.

COMMON REASONS ZONING CERTIFICATE APPLICATION REVIEW IS DELAYED:

- The application is not complete. Incomplete applications will be rejected. Site plans must be to scale. If you don't have a site plan, contact your builder or consult the Greene County Auditor's Office website at www.co.greene.oh.us/website/gcmaps/. You must go to the Auditor's Office at 69 Greene Street, Room 200, Xenia, Ohio (937) 562-5065 and use their publically accessible computers to print a map to scale.
- Construction drawings are inadequate. Drawings must be to scale and show the height, dimensions, and elevations of all proposed structures.
- The proposed lot coverage percentage is not provided.
- The front yard setback is measured incorrectly. Typically this is measured from the edge of right-of-way. There are situations where property boundaries extend to the center of a road (see definition of front yard setback line in this brochure).