

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. The Zoning Map is also accessible on the Zoning Office's homepage.

COMMON REASONS CERTIFICATES ARE DENIED:

- The total area of all proposed and existing residential accessory structures exceeds the district allowance. In R-1A, R-1B, and R-PUD Districts, the combined total area of all existing *and* proposed accessory structures cannot exceed 25% of the total area of the main building on the parcel (including the attached garage but excluding the basement). Contact us for information on accessory structure allowances in the E and A-1 Districts.
- The proposed structure does not meet the setback requirements. Setbacks for main buildings are established according to Zoning District classification. See Section 4.11 of the Sugarcreek Township Zoning Resolution for main building setback requirements. Accessory buildings up to 18' feet in height 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 18' in height must be setback at least fifteen (15) feet from the side and rear lot lines.
- The proposed structure exceeds the permitted height (see definitions in this brochure for determining height). Residential accessory structures can't exceed 18 feet in height on lots less than 5 acres and they can't exceed the height of the principal structure on the parcel. On lots 5 acres or more, residential accessory structures can't exceed a height of 24'. Main building heights are established according to Zoning District classification. See Section 4.11 for guidance on main building height limitations.
- The proposed structure exceeds the permitted lot coverage ratio. Each Zoning District has an established maximum lot coverage standard. See Lot Coverage information in this brochure for more information. Contact us for assistance in determining compliance with lot coverage standards.

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*, 69 Greene Street, Xenia, Ohio (937) 562-5270. We may be able to assist you in locating Covenants and Restrictions.
- Most construction projects require a Building Permit from the *Greene County Department of Building Regulation*, 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 adopted 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*, 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 adding to the number of bedrooms in existing homes served by on-site sewer systems require approval from the *Greene County Combined Health District*, 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 projects served by on-site sewer systems require EPA approval.
- Check with *Greene County Soil & Water*, 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.
- **You must call the Ohio Utilities Protection Service (OUPS), 1-800-362-2764, prior to any digging.**



Zoning Certificate Application Information



Sugarcreek Township Zoning Office

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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 setback 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 found 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" or "Shed" 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.), the height, and note any other required information pursuant to the fence section in this brochure. You must list all existing structures on the lot where prompted (i.e. Single-Family Home and 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, including additions and accessory structures. 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. Lot coverage is defined as "that portion of the lot that is covered the principal and accessory buildings, structures and surfaces that prevent the passage or absorption of stormwater including paving and driveways (impervious surfaces)". Lot coverage is determined by figuring the total area of impervious surface coverage on the subject parcel relative to the subject parcel's total area. Note that there are 43,560 SF in one acre and the building's footprint should be used in the calculation. A building footprint

is the area of a building measured from the exterior surface of the exterior walls at grade level.

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

FENCES AND POOLS: Sugarcreek Township limits the height of fences and requires that a 4' fence with a self-closing, self-latching gate be constructed around any pool or around the entire property on which the pool is located. If the pool is above ground, then the sidewall of the pool may be used to meet the fencing requirement if it is at least 4' high measured from grade at the base of the wall. 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. 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 designed with a finished appearance on one side, shall be oriented so that the finished side faces the right-of-way or the adjacent lot. **IF THE FENCE IS DESIGNED WITH A FINISHED APPEARANCE ON ONE SIDE, YOU MUST WRITE IN THE "EXPLAIN PROJECT IN DETAIL" SECTION THAT THE FINISHED SIDE OF THE FENCE WILL BE FACING THE RIGHT-OF-WAY OR ADJACENT LOT.** Fences may be constructed of wood, wrought iron or steel, brick, stone or similar materials. Privacy fences are not permitted in front yards (fences in front yards must have a ratio of solid portion to open portion not to exceed 1-³/₄:1).

SIGNS: If your application is for a sign, you must indicate on the application the type of sign (wall, monument, etc.) and its size (in square feet). 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 (including maximum sizes and how to compute sign area) are contained in Article 8 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 all plans submitted with a Zoning Certificate Application must be to scale. Finally, if you aren't sure just ask! We are happy to help.

IMPORTANT DEFINITIONS

Setback: The minimum distance from any lot line (or blueline stream for the riparian setback) that an improvement may be placed, measured perpendicular from the lot line to the closest point of the improvement. For lots where the property line goes to the center of the street, 25' shall be added to the minimum front yard setback established in Section 4.11 of the Sugarcreek Township Zoning Resolution.

Building Height: Where specified in feet, the vertical distance from average finished grade at the base of a structure to the highest point of a flat roof, the deck line of a mansard roof, or the mean height between the eaves and ridge on gable, hip or gambrel roofs.

Lot Frontage: The distance between the side lot lines measured at the point of the street right-of-way line. Lot frontage for panhandle lots shall be measured at the point of the front building setback line.

Lot Coverage: That portion of the lot that is covered the principal and accessory buildings, structures and surfaces that prevent the passage or absorption of stormwater including paving and driveways (impervious surfaces).

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/. We can assist you in printing a GIS map of your property 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. Landscaping or photometric plans are not submitted with an application for new commercial construction.
- Sign area is not measured correctly. See Section 8.04 for guidance on the computation of sign area.

