



AMERICAN TOWNSHIP ZONING DEPARTMENT

102 PIONEER ROAD
ELIDA, OHIO 45807

ACCESSORY BUILDING PERMIT APPLICATION

Property Information:		Staff Use:	
Owner:		Permit Number:	
Construction Address:	City / State / Zip:		
Parcel Number:		Approved / Denied	
Zoning:	Total Acreage:		
Applicant Information:		Zoning Inspector	
Name:			
Address:		Date Approved: _____	
City:	State: Zip:		
Phone:	Email:	Check No:	Receipt No.

Contractor / Builder Information:		Documents Submitted for Review:	
Name:		<input type="checkbox"/> Application	
Address:		<input type="checkbox"/> Fee	
City:	State: Zip:	<input type="checkbox"/> Site Plan	
Phone:	Email:	<input type="checkbox"/> Rendering / Other	

Accessory Building Information:			
Describe the Project:			
Building Length:	Building Width:	Building Height:(Common Ground to Top Roof)	Total Square Footage:
Front Set Back Distance:	Rear Set Back Distance:	Left Set Back Distance:	Right Set Back Distance:
Type of Foundation Used:		Type of Wall Construction:	Type of 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 Co. Auditor at end of year as a property improvement)			
<ul style="list-style-type: none"> Based on size of the structure, (1000 SF+) a drainage plan may be required to be submitted outlining and describing storm water runoff and any potential impact to neighboring properties) 			

Required Documentation to Submit to American Township Zoning Department	
Site Area Drawing: 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"> 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. Indicate location of new proposed accessory building to include dimensions (Length, Width, Height). 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. 	
Rendering: Submit one (1) color copy of a rendering depicting what the accessory building will look like. All Views, Elevations, Foundation, and Roof Areas.	

IMPORTANT INFORMATION:

Permit Application & Fee: Permit is required for any accessory structure placed on a parcel within American Township. Submit 1 copy of the Accessory Building Permit Application.

Permit fee is NO CHARGE for structures under 100 total square feet in size.

Permit fee is \$25.00 for structures 101 to 200 total square feet in size.

Permit fee is \$50.00 plus .08 CENTS per square foot for structures (ACCESSORY BUILDINGS AND DETACHED GARAGES), 201 total square feet or greater.

Permit fee is \$75.00 plus .08 CENTS per square foot for structures converted to DWELLING UNIT (ATTACHED MOTHER-IN-LAW SUITE).

Site Area Drawing: 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.

- 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.
- Indicate location of new proposed accessory building to include dimensions (Length, Width, Height). The last page of the application is supplied for drawing.
- 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.

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

- The maximum square footage for accessory buildings is determined by the following formula:
 - Principal Lot is Less than One-1 Acre –
- Thirty-five- 35 percent (%) or LESS of the gross floor area of the principal use or structure and SHALL NOT exceed the height of the principal structure. (17.19.1.A)
 - Principal Lot is greater than One-1 acre and less than Five-5 Acre –
- Fifty- 50 percent (%) or LESS of the gross floor area of the principal use or structure; and must comply with building set-back requirements and height shall be consistent with height limitations in the zoning district. (17.19.1.B)
 - Principal Lot is greater than Five-5 Acres –
- No limit on size of accessory structure, however, must comply with setback distance requirements and height regulations., (17.19.1.C)
- The maximum height for accessory buildings is:
 - Height of Principal Structure for lots one (1) acres or less.
 - 35 feet or lots greater than one (1) and less than five (5) 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 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 setback distance required. (90) feet from center of Township County and State Roadways, (55) feet from Township Residential Roadways, Planned Unit Developments as measured from center of their roadway.
- Accessory buildings cannot be located nor constructed in a recorded easement.
- Accessory buildings cannot infringe on sanitary or water systems. (Not constructed over septic system or wells)
- Accessory buildings must be compatible in appearance to the principal structure.
- Accessory buildings must be located within the rear yard.
- All accessory buildings GREATER THAN 1000 square feet may 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 property owner(s) in close proximity, prior to final permit approval.
- All Accessory buildings must be set back the minimum required set-back distance from property lines in the zoning district which the structure shall be constructed.
- Residency or occupancy may be permitted in a Residential district if located inside the principal residence of if detached such as a garage apartment only, if used as a residence by relatives or household employee and NO RENT is charged.
- Mobile Home Trailers, RV Campers or Travel Trailers shall be permitted as accessory uses.
- Elderly Dwelling Units may be approved if an owner-occupied single family dwelling unit may be converted to allow the incorporation of ONE-1 additional dwelling unit if the exclusive occupancy of an elderly household member which shall be an elderly person related to the owner of the SINGLE-FAMILY DWELLING UNIT. Such accessory elderly dwelling unit shall be wholly contained within the existing principal structure and SHALL be attached by a common wall, floor or ceiling. The application for a zoning permit for such conversion shall be accompanied by a sworn affidavit attesting to the Owners present occupancy of the dwelling unit and to the age and relationship of the elderly person.
- No commercial business activity is permitted in any detached 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.
- Detached structures such as garages, out-buildings, and pole barns shall require a driveway of stone, concrete or gravel to be part of the site and construction plan.
- No secondary driveways shall be permitted leading to the accessory structure from the roadway.
- 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 be located on a lot without a principal structure; exception to 5 acres or larger and zoned specifically as Agricultural Use.
- Mixed Use Structures, i.e. Morgan Homes, Part Residence-Part Barn; Part Residence-Part Commercial Structures are prohibited in residential zoned lots.
- 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 shall be uniform in appearance and construction and built with the same construction materials and craftsmanship as the principal structure.
- Construction cost must be indicated on Page 1 of the application, this is submitted to Allen Co. Auditor as home improvement.
- Agricultural exemption must clearly indicate the specific agricultural activity and how the use is directly associated with that activity. 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.
- Metal shipping containers, sea canisters, railroad box cars, tractor trailers, are all prohibited in all Residential, and PUD residential locations. Said containers cannot be altered to facilitate an accessory structure, garage, shed or other storage receptacle.

<p>Home Owners Association:</p> <ul style="list-style-type: none"> ● It is important to check with the neighborhood Homeowners Association, if applicable, for any accessory building requirements they may have. ● Accessory buildings may require approval from the Homeowners Association <u>prior to</u> construction.
<p>Flood Areas:</p> <ul style="list-style-type: none"> ● 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 permit approval before any construction can proceed. Construction in a dedicated Federal Protected Wet Land the Army Corp of Engineers will require approval from their office.
<p>Commercial Building Permit:</p> <ul style="list-style-type: none"> ● An accessory building may require a building permit to be issued from the Allen County Building Department if it is constructed on commercial zoned property. ● Please contact the Allen County Building Department for additional information. ● An American Township Zoning Certificate is required and needs to be submitted with all paperwork submitted to the Building Department. They will not process any application unless a permit issued by the township is included.

<p>Signatures</p>	
<p>American 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 American 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 American Township zoning regulations, Neighborhood Deed Restrictions, and HOA Association Covenants, Conditions, & Restrictions. It is the owner's responsibility to know the location of all property lines as well as ensure the project conforms to Ohio Building Code requirements.</p>	
Contractor / Applicant:	Date:
Owner:	Date:

<p>Zoning Inspector</p>		
<p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved – Reason: _____</p> <p><input type="checkbox"/> Owner to refer to American Township Board of Zoning Appeals.</p>		
Zoning Inspector:	Approval Date:	Expiration Date:
<p>Conditions / Stipulations:</p>		

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. Site construction or illegal placement of an accessory structure on a property WITHOUT A PERMIT is in violation of American Township Zoning Resolution.
3. 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
4. **PODS- MAXX Boxes** may be placed upon driveway or another similar hard surface. PODS NOT TO BE LOCATED IN THE STREET, or ROADWAY. Pods / Maxx Boxes do require a Zoning Certificate.
5. All applications may be sent electronically to mbishop@americantownship.com. Fees are to be paid by means of cash, check or money order made out to AMERICAN TOWNSHIP. Payment may be dropped off at the American Township Administration Building. Payment and receipt will be electronically returned to applicant / owner.

SEE LAST PAGE FOR SETBACK DISTANCES AND GRID SHEET FOR DRAWING

ACCESSORY BUILDING SIZE, SETBACK AND HEIGHT REGULATIONS

All accessory buildings shall meet the following regulations concerning permitted size, height, and setback locations:

Maximum square footage for accessory buildings is determined by the following formula:

1. Principal Lot is Less than One-1 Acre –Thirty-five- 35 percent (%) or LESS of the gross floor area of the principal use or structure and SHALL NOT exceed the height of the principal structure. (17.19.1.A)
2. Principal Lot is greater than One-1 acre and less than Five-5 Acre –Fifty- 50 percent (%) or LESS of the gross floor area of the principal use or structure; and must comply with building set-back requirements and height shall be consistent with height limitations in the zoning district. (17.19.1.B)
3. Principal Lot is greater than Five-5 Acres -No limit on size of accessory structure, however, must comply with setback distance requirements and height regulations., (17.19.1.C)

Maximum height for accessory buildings is:

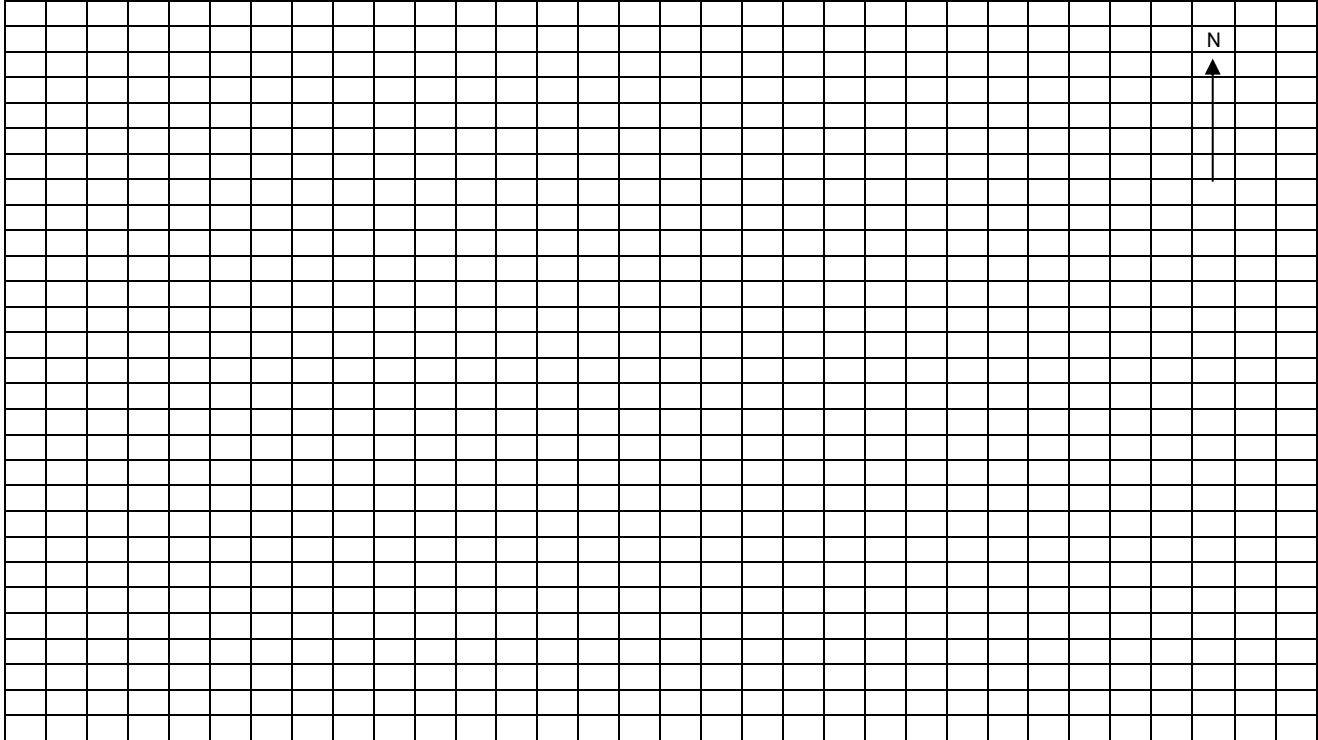
1. For lots one (1) acres or less. - Not to exceed the height of the principal dwelling structure.
 2. For lots one-(1) acre and less than five- (5) acres – Not to exceed the height of 35 feet as measured from common ground to roof peak.
 3. For lots greater than five-(5) acres – Not to exceed the height of 35 feet as measured from common ground to roof peak.
- *Building Height is measured from common level ground to the top peak of roof. (Not measured from level ground to side wall height).

Setback distances from property lines:

1. Front setback from center of street.
 - a. Residential Street – 55 feet from Center of Road.
 - b. Township Maintained Roadway – 55 feet from Center of Road.
 - c. State and Allen County Maintained Roadway – 90 feet from Center of Road.
2. Rear setback from property line.
 - a. 25 feet from the rear property line.
3. Side setback distances from property lines.

a.	R-1 – 1 to 1 ½ Story Residence -	One side 7 feet, total for two -15 feet.
b.	R-1 - 2 to 2 ½ Story Residence –	One side 7 feet, total for two -15 feet.
c.	R-2 – 1 to 1 ½ Story Residence –	One side 7 feet, total for two -15 feet.
d.	R-2 – 2 to 2 ½ Story Residence –	One side 10 feet, total for two -20 feet.
e.	R-2 Multi-Fam. 1 to 1 ½ Story Residence -	One side 10 feet, total for two -20 feet.
f.	R-2 Multi-Fam. 2 to 2 ½ Story Residence -	One side 10 feet, total for two -20 feet.
g.	R-2 Multi- 3 + Family – Open	(Contact Zoning Inspector).
h.	R-3 Single Family – 1 to 1 ½ Story Residence -	One side 7 feet, total for two -15 feet.
i.	R-3 Single family – 2 to 2 ½ Story Residence -	One side 10 feet, total for two -20 feet.
j.	R-3 Multi-Fam. 2 Unit – 1 to 1 ½ Story Residence –	One side 8 feet, total for two -20 feet.
k.	R-3 Multi-Fam. 2 Unit – 2 to 2 ½ Story Residence –	One side 10 feet, total for two -20 feet.
l.	R-3 Multi- 1 to 2 ½ Story – Open –	(Contact Zoning Inspector).
- m. PBO / B-1 / B-2 / M-1 / M-2 See American Township Zoning Resolution.

SITE DRAWING



SITE PLAN:

- Draw and indicate the name of all streets in front and or side of your residence (if on corner lot).
- Draw and indicate your property lines, also any easement areas on the property.
- Draw House, Driveway, Existing Structures within the grid areas. Include any fence areas as well and swimming pools or ponds.
- Draw the shape of proposed structure. Indicate length, width, and height of proposed structure.
- Indicate with arrow from rear, and both sides of property lines to the proposed structure the length of the setback distance in feet.
- Any other pertinent information needs indicated on site plan.