



# AMERICAN TOWNSHIP ZONING DEPARTMENT

102 PIONEER ROAD  
ELIDA, OHIO 45807

## ACCESSORY BUILDING PERMIT APPLICATION ACCESSORY BUILDINGS, GARAGES AND OTHER USES

<b>Property Information:</b>			<b>Staff Use:</b>	
Owner:			Permit Number: 2024	
Construction Address:		City / State / Zip:		
Parcel Number:				
Zoning:		Total Acreage:	Approved / Denied	
			Comments:	
<b>Applicant Information:</b>			Zoning Inspector	
Name:				
Address:			Date Approved: _____	
City:		State:	Zip:	
Phone:		Email:	Check No:	Receipt No.

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

<b>Accessory Building Information:</b>			
Building Length:	Building Width:	Building Height:(Common Ground to Top Roof)	Building Wall Height:
Front Set Back Distance:	Rear Set Back Distance:	Left Set Back Distance:	Right Set Back Distance:
Type of Foundation Used:		Type of Driveway (FOR GARAGES):	Total Square Footage of Building:
Any Electrical / Plumbing / Sanitary Lines Installed:			
Building Use: (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"> <li>Based on size of the structure, (1000 SF+ ) a <u>drainage plan may be required</u> to be submitted outlining and describing storm water runoff and any potential impact to neighboring properties)</li> </ul>			

<b>Required Documentation to Submit to American Township Zoning Department</b>
<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. 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.

All other sizes call for price.

**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 ZONING REGULATIONS – AS AMENDED JANUARY 8, 2024 – EFFECTIVE FEBRUARY 8, 2024**

**17.19 ACCESSORY BUILDINGS, STRUCTURES AND OTHER USES**

"Accessory Use" means a use, object, or structure constructed or installed on, above, or below the surface of a parcel, which is located on the same lot as a principal use, object, or structure, and which is subordinate to or serves the principal use, object, or structure, is subordinate in area to the principal use, object, or structure, and is customarily incidental to the principal use, object, or structure. Among other things,

"Accessory Use" includes anything of a subordinate nature attached to or detached from a principal structure or use, such as fences, walls, sheds, garages, parking places, decks, poles, poster panels, and billboards. Except as otherwise required in this Resolution, accessory use shall be permitted use.

Except as otherwise provided in this Resolution, an accessory use or structure shall be permitted in association with a principal use or structure provided that:

- A. Be customarily associated with and incidental, subordinate, and secondary to a legally established principal permitted use and be in accordance with all requirements of this Resolution.
- B. Be operated on the same lot as the principal use, unless otherwise provided.
- C. Be compliant to deed restrictions, homeowner association rules, and neighborhood covenants governing accessory buildings and uses.

**1719.1 Permitting Requirements:**

- A. A zoning permit is required for all accessory structures such as sheds, garages, pole barns, outbuildings, sunrooms, greenhouses, or other similar structures regardless of the type of foundation or base. A permit fee shall not be required for structures under two hundred (200) square feet in size. A permit fee is required for all accessory structures greater than two hundred (200) square feet in size.
- B. No zoning permit shall be issued by the Zoning Inspector until the applicant for said zoning permit has applied for an accessory structure permit, along with a site plan drawing of the area upon which the applicant's use or structure is proposed. Said drawing shall show the type of proposed use, structural dimensions at the ground (Length, Width, and Height), lot dimensions, side, front and rear yard setback distances from property lines, compliance with all applicable development standards and a signed statement that said applicant will conform with all zoning regulations that are in force for said area.

**17.19.2 Square Footage Determination:**

- A. Square footage of the accessory structure shall be determined by the outside wall length x the outside wall width of the structure.

**17.19.3 Lot Placement**

- A. Accessory buildings or structures shall be located within the rear or side yard area and shall not be located forward of the front building line of the principal structure.
- B. Accessory structures, including detached garages constructed on corner lots shall be required to have the front setback distance from each road center line they face. Corner lots have two-2 fronts and two-2 side yard areas, and no designated rear yard area.
- C. Accessory buildings, garages, or structures shall be located at least fifty-five-55 feet from the center line of Township Roadways, and a minimum of ninety-90 feet from the center line of all County or State of Ohio maintained roadways.
- D. Accessory buildings, garages, or structures shall be located at a minimum of ten-10 feet from rear property line, as well as a minimum of ten-10 feet from all side property lines. For clarification purposes, garages refer to detached garages or secondary garages when one is not incorporated with principal structure.
- E. On panhandle, or flag shaped lot, the front set back distance for accessory structures, garages or structures shall be measured from the flag portion of the lot, not from the pole section of the lot at a distance determined by the type of roadway facing the structure, i.e. fifty-55 feet, or ninety-90 feet.
- F. The setback distance of the structure upon a lot shall be measured from the vertical wall line to the ground. Roof lines may not extend into the permitted set back distance thus encroaching upon other properties.
- G. Accessory buildings, garages or structures shall not be constructed, placed, or maintained within a utility, electrical, sanitary, gas, water, sewer, drainage, or other recorded easement; flood hazard area, riparian corridor, or other restricted area; regardless of the type of foundation or size of the structure.

- H. Detached garages used to store motor vehicles shall have a driveway made of stone, concrete, asphalt, brick, or other material approved by the Zoning Inspector.
- I. Grading and height elevation of the accessory buildings, garages or structure shall not cause any adverse storm water drainage conditions to adjoining properties. Elevation shall not be higher than the principal structure.
- J. A principal residential structure shall be constructed prior to an accessory building being constructed on the same lot or parcel.

17.19.4 Permitted Accessory Buildings, Garages, and Structure Permissible Size, and Height Limitations:

Lot Size:	Building Size:	Wall Height:	Maximum Permitted Height:
0.0 to 1.0 Acre	1200 Square Feet	10 Foot Wall Height – 4/12 Roof Pitch	15 Feet
1.01 to 3.0 Acre	1800 Square Feet	12 Foot Wall Height – 4/12 Roof Pitch	22 Feet
3.01 to 5.0 Acre	2400 Square Feet	14 Foot Wall Height – 4/12 Roof Pitch	28 Feet
5.01 Acre & Greater	3500 Square Feet	16 Foot Wall Height – 4/12 Roof Pitch	35 Feet

- A. No variance filed with the Board of Zoning Appeals shall exceed these requirements by more than fifty-50% larger or taller in height.
- B. Parcels greater than five-(5) acres and the use of the land is specific to agricultural activity as outlined in the Ohio Revised Code shall be exempt from height, size, and setback requirements, however, the construction shall remain outside road right-of-way distance and the minimum building set back distance for that roadway area, e.g., 55 feet residential streets and 90 feet on state and county roads.

17.19.5 Accessory Dwelling Units and Mixed-Use Accessory Buildings.

- A. Accessory dwellings units may be an accessory use in residential districts if located inside the principal home or if detached as a garage apartment, only if used as a residence by relatives or household employees and no rent is charged. Mobile home trailers shall not be permitted as accessory uses.
- B. Accessory dwelling unit (multi-generational unit) used exclusively for habitation, shall be a single, and a secondary type of dwelling unit, not exceeding more than four hundred-(400) square feet of living space.
- C. An accessory dwelling unit shall be located on the same parcel as the main principal building and attached to the principal building, by means of a breezeway or other enclosed separation area. An accessory dwelling unit shall not be separated exclusively by a wall nor have the appearance of being a duplex or a two-family dwelling unit.
- D. Accessory dwelling units shall further require utilities (electric, gas, water, sanitary) to be connected to the principal building or structure, and not operating separately. Accessory dwelling unit shall further be deeded with the principal building as one combined unit within the parcel.
- E. No detached accessory building shall be converted and further occupied as a dwelling unit for purposes of human habitation or residency. Such accessory building and its use shall be considered conditional use with subsequent approval or denied by the Board of Zoning Appeals after a public hearing. In these circumstances all gas, electric, water, and sanitary systems shall be required to be part of the overall housing or occupancy plan for review by the Board of Zoning Appeals.
- F. Accessory dwelling structures separate from principal structure and utilize for habitation shall require a Conditional Use Permit issued by the Board of Zoning Appeals after public hearing. An application, site plan, and any other documentation shall be required to be submitted to the Board of Zoning Appeals for review and conditional permit approval. Failure to secure a Conditional Use Permit will be cause for a stop work order to be issued by the Zoning Official.
- G. Barnmimiums, Morgan Homes, and similar mixed designed metal residential structure that have the overall appearance of a mixed residential structure use with a pole barn or other use component shall be permitted on lot sizes are greater than three (3) acres in size. This type of structure shall not be permitted in a platted residential subdivision or on lots less than 3.0 acres in size.

17.19.6 Accessory Buildings, Shipping Containers, and Other Uses.

- A. All accessory structures shall be maintained in good condition. Any structure considered to be in disrepair, as determined by the Zoning Inspector, shall be repaired, replaced, or removed from the site.
- B. The Zoning Inspector shall have the authority to determine if a proposed accessory building is of a scale and nature as to be considered a secondary principal or secondary residence on same lot.
- C. No accessory building or structure shall be converted to a use other than what was stipulated in the permit application. Any change of use shall require approval by the Zoning Inspector.
- D. No tractor truck trailer bodies, cargo shipping containers, old storage tanks, railroad cars, or similar type container(s) shall be considered as an accessory structure, storage building, or modified to be utilized as an accessory building within any residential zoning district. Their use may be permitted in commercial and industrial business locations.
- E. PODS, MAXX Boxes, or similar structurers are permitted as temporary use for a period not to exceed 30 days. They shall be installed on concrete, stone, or other hard surfaces and subject to applicable permitting requirements.
- F. Any accessory structure erected prior to the date of this section, which does not comply with these regulations, shall be determined to be a legally nonconforming use.

**Home Owners Association:**

- 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 prior to construction.

**Flood Areas:**

- 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.

**Commercial Building Permit:**

- 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.

**Signatures**

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.

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.

<b>Contractor / Applicant:</b>	<b>Date:</b>
<b>Owner:</b>	<b>Date:</b>

**Zoning Inspector**

**Approved**  
 **Disapproved – Reason:** \_\_\_\_\_  
 **Owner to refer to American Township Board of Zoning Appeals.**

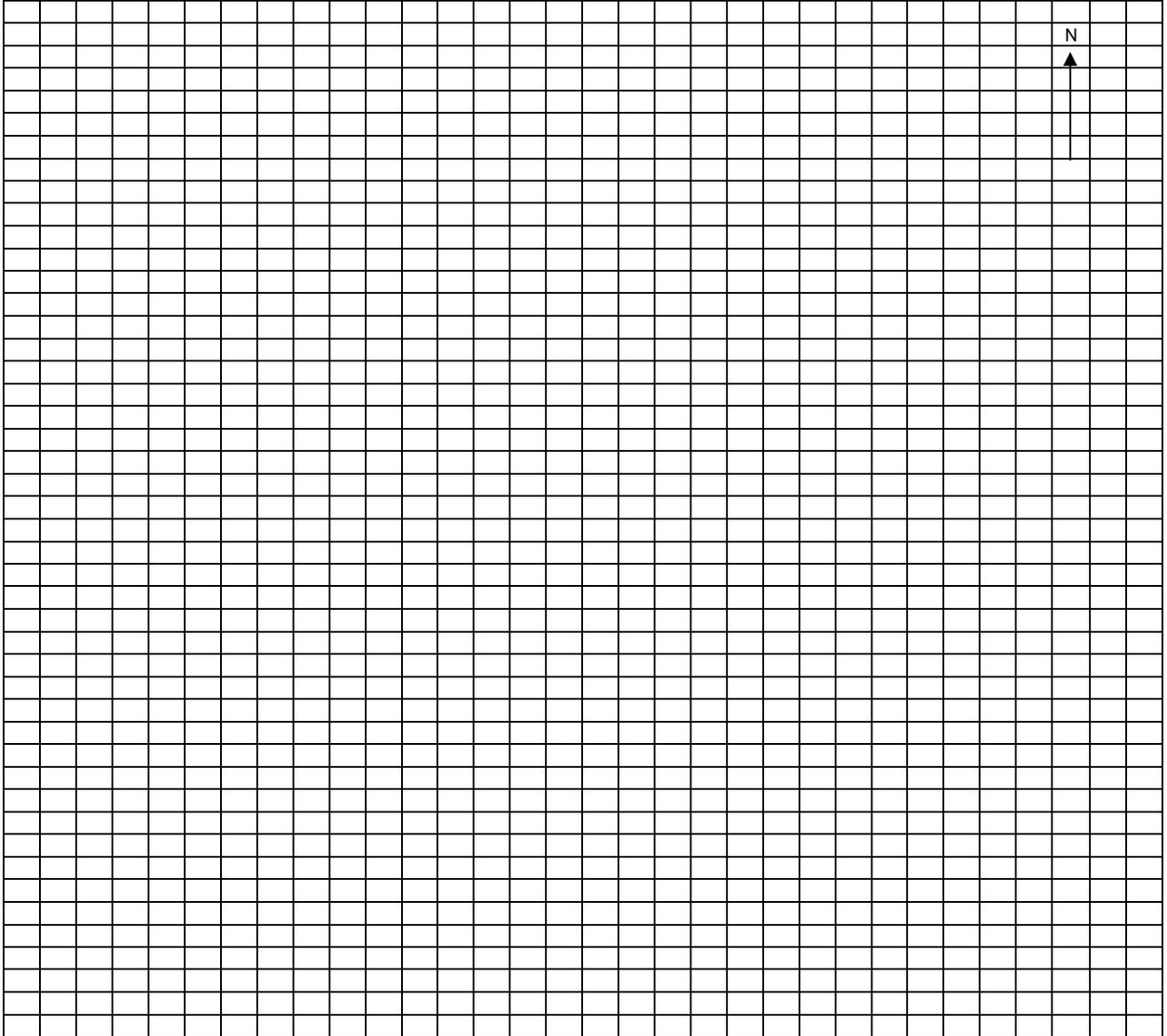
<b>Zoning Inspector:</b>	<b>Approval Date:</b>	<b>Expiration Date:</b>
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**Conditions / Stipulations:**

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

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.