



City of Circleville

Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

Permit #: _____

Date: _____

Application for Accessory Structure Permit

Applicant Name: _____ Phone #: _____

Applicant E-mail: _____

Property Address: _____ Parcel #: _____

Property Owner: _____ Phone #: _____

Contractor: _____ Phone #: _____

Contractor Address: _____

Estimated Cost of Construction: _____ Zoning District: _____

Lot Type: Corner Lot Interior Lot

Structure: Shed Garage Other: _____

Building Dimensions: _____ Building Area (sq ft): _____

(Permit is NOT required for structures less than 100 sq ft)

Site Plan (drawing) Attached: Yes No

A scaled site plan (drawing) showing all property lines, existing structures, and proposed construction with dimensions **must be submitted with application**. All distances between the proposed construction, property lines and other structures must be labeled.

Applicant Signature: _____ Date: _____

An Applicant shall apply for a Certificate of Zoning Compliance **after completing the work** described in this Zoning Permit if approved.

----- Do not fill below line -----

Fee Collected: _____

By: _____ Date: _____

Cash
 Check #: _____

Credit Card #: _____
Exp: ____/____ Security Code: _____ ZIP: _____
Name on Card: _____
Address: _____
Signature: _____

Approved Denied

By: _____ Date: _____

Comments:

Accessory Structure Information

ACCESSORY STRUCTURE OR USE – A use or structure, **not including those less than 100 square feet**, subordinate to the principal use of a building on the lot or tract and serving a purpose customarily incidental to the use of the principal building. Accessory structures are located on the same lot as the primary structure and are not designed for human occupancy as a dwelling or commercial use. Examples of accessory structures are detached private garages, storage or garden sheds, pool houses, metal storage buildings, and other similar type buildings. This definition does not include patios, uncovered porches, and decks that are less than three and one half (3 ½) feet above the average finished Grade.

1145.08 ACCESSORY STRUCTURES

a) Applicability.

These standards shall apply to all Accessory Structures, except Private Swimming Pools, which are regulated by Section 1145.15.

b) Location.

1. All Accessory Structures shall be located to the side or rear of the principal Structure. In no case, shall an Accessory Structure be located nearer to the Front Lot Line than the Principal Building.
2. Accessory Structures may encroach a required Side or Rear Yard Setback, but **in no case, shall an Accessory Structure be located closer than 5 feet from a Lot Line.**
3. An Accessory Structure **shall not be located closer than 5 feet** from the Principal Building or any other Accessory Structure.

c) Height.

Accessory Structures shall not exceed 18 feet in Height.

d) Size.

1. The cumulative area of Accessory Structures **shall not exceed nine hundred (900) square feet** or 10 percent of the Lot Area, whichever is smaller.
2. If 10 percent of the Lot size is less than 580 square feet, a Lot shall be permitted to have one Accessory Structure up to 580 square feet in area.

Expiration of Permits

If the work described in any zoning permit has not begun within one (1) year from the date of issuance thereof, or has not been completed within two (2) years from the date of issuance thereof, said permit shall be considered null and void. Further work as described in the expired permit shall not proceed unless and until a new zoning permit has been obtained or an extension has been granted by the Planning and Zoning Commission.

Right of Way Information

Accessory structures cannot encroach on any other property or Right of Way. It is the sole responsibility of the property owner to locate all property lines, Right of Ways and easements. This may require the use of a professional surveyor.

If the accessory structure permit submitted by you or your contractor includes construction within a utility easement, easements are reserved for the construction, operation, maintenance, repair, replacement, or removal of public utilities (i.e., water, sewer, gas, electric, telephone, etc.) above and beneath the ground, and for the express privilege of removing any and all trees or other obstructions as necessary.

You will be required to remove and replace, at your expense, the fence located in the easements for future utility work. Also be aware that you will need to provide access into your yard for utility workers to inspect and maintain existing facilities. For your protection, contact O.U.P.S at 1-800-362-2764 before you dig.

Please acknowledge that you have read and understand that:

Applicant Signature: _____

Date: _____