

ACCESSORY STRUCTURE

Application Instructions and Submittal Requirements



PERMIT REQUIRED

A zoning permit is required for an accessory structure, which include, but are not limited, to the following:

1. Detached Garages
2. Garden / Tool Sheds
3. Gazebos
4. Greenhouses

If the accessory structure is 200 sq. ft. or larger a building permit is required from the Warren County Building Department.

APPLICATION FORM

An "Application for Zoning Permit" shall be submitted and approved prior to constructing and/or placing an accessory structure on private property. A building permit application is required if the structure is 200 sq. ft. or larger.

FILING FEE

\$30.00 if the structure is less than 200 sq. ft.;
\$50.00 if the structure is 200 sq. ft. or larger,
payable by check, cash, or credit card.

SUBMITTAL REQUIREMENTS

Three (3) copies of the following plans shall be submitted with the application.

Accessory structures (any size)

- Plot Plan* that shows the following information:
 - Property lines
 - Existing buildings and structures (i.e., House, shed, swimming pool, deck, etc.)
 - Location of the proposed structure. Provide distance, in feet, from adjacent property lines.

*** A plot plan provides the most accurate information about your property and typically shows public and private easement locations. The City may have this information on file, please contact the Department of Planning and Development at 513-228-3171.**

- Structure Drawing shows the following information:
 - Size
 - Height
 - Exterior Material (i.e. wood, vinyl, metal, etc.)

ACCESSORY USE AND STRUCTURE REGULATIONS – LCO §1133.15

B. General Accessory Use and Structure Standards

Accessory uses or structures shall be permitted provided:

1. The building or use is incidental to and customarily found in connection with a principal building or use permitted in the district in which is located;
2. It is subordinate to and serves the principal building or use;
3. It is subordinate in size, area, extent, and purpose to the principal building or use;

4. It is located on the same lot as the principal use for which it serves;
5. An owner applies for and receives a zoning permit unless exempted by this section;
6. The maximum height of an accessory detached garage shall be **18 feet in overall height**;
7. The maximum height of any other accessory use or building shall be **15 feet in overall height**;
8. Unless permitted by the planning commission and city council in a PUD approval or site plan approval, accessory uses and structures shall be prohibited in any open space area that is preserved by covenant including, but not limited to, open spaces in any planned unit development or open space subdivisions;
9. Unless otherwise permitted in this section, accessory uses **shall not be permitted within any required minimum front yard or side yard in any zone**; and
10. Accessory uses may be permitted to extend into the minimum rear yard provided that such use or structure are set back a **minimum of ten (10) feet** from the rear and side lot lines.

