



Village of Shawnee Hills
Application for Certificate of Zoning Compliance

Fee _____ Receipt Number _____ Date _____

Property Address: _____

Incomplete Applications Will Not Be accepted

Please Check Appropriate Line: _____ Commercial _____ Single Family Home
_____ Addition/Alteration _____ Fence _____ Shed _____ Garage _____ Pool _____ Driveway
_____ Sidewalk _____ Playset _____ Paver Patio
Other _____

Applicant Full Name _____

Mailing Address; _____ City/State/Zip _____

Phone: _____ Email: _____

SEE CHECKLIST – MUST BE COMPLETED AND SIGNED AT THE BOTTOM

This application and all required information as noted shall be submitted. Once approved or denied, the Village will retain one set and the rest will be returned to the applicant with letter of instruction.

Fees shall be collected upon submission of this application. Certificate of Zoning Compliance shall be issued or denied within 10 business days after receipt of a completed application unless a revision of the plan is necessary by the applicant.

The fees include one grading/drainage plan review and one site inspection performed by the Village Engineer. Any additional reviews or inspections will be an additional fee of \$125.00 per hour incurred by the applicant.

Please initial:

____ I agree to pay the Village of Shawnee Hills any additional legal and or engineering fees that may be required to process this application. I understand these fees and costs would be in addition to the application fee and I will be notified of them.

____ I understand the Village Code Enforcement Officer may reject this application if it does not contain all of the required information.

____ I understand that the Code Enforcement Officer and/or Delaware County Code Compliance will perform inspections during the construction and I agree that any Certificate of Zoning Compliance will be considered void from the start if I apply to Delaware County for an occupancy permit before obtaining an approval from the Village by way of a Zoning Inspection Certificate and if I receive an occupancy permit without said certificate it is void

____ I understand that the Village Engineer and Code Enforcement Officer will perform final inspections of the work site before a Zoning Inspection Certificate will be issued.

The undersigned certifies that this application and the attachments thereto contain all information required by the Zoning Ordinance and that all information contained herein is true and accurate and is submitted to induce the requested Certificate of Zoning Compliance. Applicant agrees to be bound by the provisions of the Zoning Ordinance of the Village of Shawnee Hills, Delaware County, Ohio and by the terms of this application.

Applicant/Owner _____ Date _____

_____ Approved _____ Denied _____ Date _____

Code Enforcement Officer

Board Action required? _____ If so, date of Board Meeting _____

Plan Checklist for R-2 Conforming Single Family/Addition/Garage – 4 complete sets required

Development Standards 1113.04: Minimum site area: 14,700 square feet. Minimum site width: 70 feet. Minimum front yard from street right of way: 17.5 feet, Minimum side yard: 15 feet, Minimum rear yard: 25 feet, Maximum site coverage: 20%, Dwelling size minimum: 1250 square feet, Garage minimum: 2 car, Dwelling maximum height: 30 feet.

A physical survey stamped/signed by a registered surveyor is required for all new building sites.

Survey must include:

- ____ dimensions of all lots,
- ____ lot numbers,
- ____ easements and road pavement locations,
- ____ setbacks from street right of way and street pavement to the front of the structure,
- ____ setback from side and rear of property exclusive of any right of ways,
- ____ exact size, location and intended use of all existing structures on the site,
- ____ exact size, location and intended use of all proposed structures on the site,
- ____ Driveway location, width and setback from neighboring property line,
- ____ Trees greater than 6” in diameter,
- ____ total lot square footage exclusive of an right of ways
- ____ Blueprints showing all floor plans, existing elevations, proposed finished elevation, square footage of the building and building height.

Development Drainage Plan: Must be stamped/signed by a Licensed Architect, Certified Landscape Architect or Registered Professional Engineer, ____ Include information listed on the Village of Shawnee Hills Site Plan or Conceptual Grading Plan Requirements

Shawnee Woods Plan Checklist for R-2 Conforming Single Family/Addition – 4 complete sets required

Development Standards 1113.04: Minimum front yard from street right of way: 35 feet, (except lots 5562, 5563, 5564 which is 25 feet), Minimum side yard: 15 feet, Minimum rear yard: 25 feet, Dwelling size minimum: 1 Story – 2,000 square feet, 1 ½ Story, 2 Story or Split Level – 2,200 square feet, Garage minimum: 2 car, Garage maximum: 3 car, Dwelling maximum height: 30 feet. No exposed concrete block except on foundation, No aluminum or vinyl siding except soffit or fascia, Garages must be side entry and screened, Mailboxes order from Cedar Craft Products code SNW 6604, No chain link fences, dog runs or stockade fences. No antennas shall rise above roofline except dishes under 21 inches which must be screened.

A physical survey stamped/signed by a registered surveyor is required for all new building sites.

- Survey must include: ____ dimension of all lots, numbers, ____ easements and road pavement locations, ____ setbacks from street right of way and street pavement to the front of the structure, ____ exact size, location and intended use of all existing structures on the site, ____ exact size, location and intended use of all proposed structures on the site, ____ Driveway material, location, width and setback from neighboring property line, ____ Trees greater than 6” in diameter that will be removed due to location in foot print, or 12 feet from foundation.

____ Blueprints showing all floor plans, existing elevations, proposed finished elevations, square footage of the building and building height, roof slope.

____ Blueprints showing exterior material and color name, soffit and fascia color, stain colors, and roof color.

Development Drainage Plan: Must be noted that all downspouts will be tiled to existing drainage plan.

Deck/Porch/Gazebo Lot of 14,700 square feet or larger

Development Standards 1121.02 (d)(9): maximum site coverage of all structures: 20%, Rear yard setback: 20 feet, Side yard setback: 15 feet, Front yard setback: 17.5 feet.

Site plan drawn to scale showing: lot numbers and dimensions, exclusive of any right of ways, exact location and size of existing structures, proposed location and size of new structure, all setback requirements as applicable, Deck height from ground floor if applicable, Porch or Gazebo roof height if applicable.

Documentation Requirements: Gazebo and decks under 16” in height: 2 complete sets of all material as noted. Porches and Decks over 16” in height: 4 complete sets of information

Outdoor Storage/Sheds on Lots of 14,700 sq. feet or larger – 2 complete sets required

Development Standards 1113.04: For all accessory structures where the dwelling’s front façade is not oriented to face the same direction as the dwellings on the adjacent lots of the same street - minimum side yard setback: 10 feet; minimum rear yard setback: 15 feet; front yard setback: no closer to the street than the front line/wall of the dwelling unit.

For all accessory structures where the dwelling’s front façade is oriented to face the same direction as the dwellings on the adjacent lots of the same street - minimum side yard setback: 5 feet; minimum rear yard setback: 5 feet; front yard setback: no closer to the street than the front line/wall of the dwelling unit.

No accessory structure can exceed the height of the dwelling unit on the subject property. This limitation will be the vertical distance measure from the average elevation of the finished grade along the front of the dwelling unit to the highest point of the dwelling unit as compared to the vertical distance measured from the average elevation of the finished grade along the front of the accessory structure to the highest point on the accessory structure. Maximum site coverage 20%. Regardless of the percentage of site coverage, there may be no more than two sheds, tool sheds, or other similar accessory structure for storage of equipment and other items used on the subject property (exclusive of a detached garage) totaling no more than 400 sq. feet, for each single family dwelling.

Shawnee Woods: Structure must be constructed of same type and material as the dwelling. No prefab metal buildings.

Site plan drawn to scale showing: ___ lot numbers and dimensions, ___ exact location and size of existing structures, ___ proposed location and size of new structure, ___ all setback requirements as applicable, ___ shed height

Fences on Lots of 14,700 sq. feet or larger: - 2 complete sets required

Development Standards 1121.02: maximum height for back yard and side fences: 6 feet. Maximum height for front yard fence: 3 feet. Appropriate material for front yard fence is painted wood or iron. Fence must not obstruct drivers view. **Shawnee Woods:** No chain link fences or wire fences including dog runs or stockade fences.

Site plan drawn to scale showing: ___ lot numbers and dimensions, exclusive of any right of ways ___ exact location and size of existing structures, ___ proposed location and size of new fence, ___ fence height, ___ fence material

Driveways on lots of 14,700 sq. feet or larger – 2 complete sets required

Development Standards 1121.02: Minimum setback from neighboring property line: 3 feet. Minimum driveway width: 10 feet. Minimum culvert size: 12 inches

Site plan drawn to scale showing: ____ lot numbers and dimensions, ____ exact location and size of existing structures, ____ proposed location and size of new driveway, ____ culvert location and size

Pools on lots of 14,700 or larger – 4 complete sets required

Development Standards 1113.04: Side and Rear yard only. Minimum side yard setback 10 feet. Minimum rear yard setback 15 feet. Construction, plumbing, enclosures, electrical requirements, inspections and other safety factors shall be regulated by relevant State Codes.

Site plan drawn to scale showing: ____ lot numbers and dimensions, exclusive of any right of ways ____ exact location and size of existing structures, ____ proposed location and size of pool, ____ proposed location and size of concrete decking or skirt around the pool, ____ proposed location and size of fence (in ground pools only), ____ proposed location of pool equipment, ____ other requirements as determined by Delaware County Code Compliance

Fees for Zoning Applications and Permits - 1129.07

New Single Family Certificate of Zoning Compliance	\$425.00
Alteration/Addition/Garage	\$325.00
Re-Review Fee	\$ 75.00
Re-Review of drainage plan due to partial work or disapproval	\$125.00
Re-inspection of final work site	\$125.00
Outdoor Storage	\$ 25.00
Fence	\$ 25.00 plus engineering costs if applicable
Deck – no change of grade	\$ 65.00 plus .12 per square foot
Gazebo/Porch/Patio (foundations/ alter grade)	\$ 65.00 plus .12 per square foot
Swimming Pool (above/in ground)	\$ 50.00
Driveway	\$ 50.00
Any resubmission fee	\$ 25.00
Playsets	N/C