

VILLAGE OF SHAWNEE HILLS

40 W. REINDEER DR. SHAWNEE HILLS, OH 43065 (614) 889-2824 FAX (614) 889-2053

APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

Fee _____ Receipt Number _____ Date _____

Property Address: _____

Incomplete Applications Will Not Be Accepted

Please Check Appropriate Box: Single Family Home Addition/Alteration Deck/Porch/Gazebo
 Fence Shed Garage Pool Driveway Other _____

Applicant Full Name _____

Mailing Address _____ City/State/Zip _____

Phone: Home _____ Cell _____ Fax _____

Name of Owner (if other than applicant) _____

Mailing Address _____ City/State/Zip _____

Phone: Home _____ Cell _____ Fax _____

E-Mail Address _____

SEE CHECKLIST - MUST BE COMPLETED AND SIGNED AT 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. Certificates of Zoning Compliance shall be issued or denied within 10 business days after receipt of application unless a revision to 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 Zoning Officer may reject this application if it does not contain all of the required information.

_____ I understand that the Zoning 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 must approve the drainage plan (if required) before a COZC will be issued.

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

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 sq. 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 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

Blue prints 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 1113.041: 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 sq. ft., 1 ½ Story, 2 Story or Split Level = 2,200 sq. ft, 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 and 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” which must be screened.

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 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

Blue prints showing all floor plans, existing elevations, proposed finished elevation, square footage of the building and building height, roof slope.

Blue prints showing: exterior material and color name, soffit and fascia color, stain colors, roof color

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

Deck/Porch/Gazebo Lots over 14,700 sq. feet

Development Standards 1121.02 (d)(9): Maximum site coverage of all structures 20%, Rear yard setback 20’, side yard setback 15’, front yard setback 17.5’,

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

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

Outdoor Storage/Sheds on Lots over 14,700 sq. feet – 2 complete sets

Development Standards 1113.04: Over 200 sq. feet: Minimum side yard 10', minimum rear yard 15' and Max height 30' or primary structure. Under 200 sq. feet: no setbacks required. Maximum site coverage 20%. No obstructing line of sight. 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 & 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 over 14,700 sq. feet – 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 & dimensions exact location and size of existing structures
 proposed location and size of new fence Fence height Fence Material

Driveways on Lots over 14,700 sq. feet - 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”.

- Site plan drawn to scale showing* lot numbers & dimensions exact location and size of existing structures
 proposed location and size of new driveway culvert location and size

Pools on lots over 14,700 sq. feet – 4 complete sets required

Development Standards 1113.04 : Rear yard only, Minimum setback from house: 10 feet, minimum setback from side or rear property line: 5 feet, yard or pool must be fenced in no less than 48 inches high and must have self closing/locking gate.

- Site plan drawn to scale showing* lot numbers & dimensions exact location and size of existing structures
 proposed location and size of pool proposed location and size of concrete skirt or decking 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.

1129.07 Fees for Zoning Applications and Permits

- New Single Family Certificate of Zoning Compliance \$425.00
- Alteration/Addition \$325.00
- Garage \$325.00
- Outdoor Storage \$25.00
- Fence \$25.00 + engineering costs if applicable
- Deck-No change of grade \$40.00 + .12/sf, \$25.00 Zoning Certificate
- Gazebo/Porch/Patio (foundations/alter grade) \$40.00 + .12/sf, \$25.00 Zoning Certificate
- Swimming Pool-Above/In ground \$50.00
- Driveway \$50.00
- Re-review fee \$75.00
- Re-review of drainage plan due to partial work or disapproval \$125.00 per hour
- Re-inspection of a final work site \$125.00 per hour
- Any resubmission fee \$25.00

The undersigned certifies that this application and the attachments thereto contain all information required by the Zoning Resolution 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 Resolution of the Village of Shawnee Hills, Delaware County, Ohio and by the terms of this application.

Applicant/Owner _____ Date _____

_____ Approved _____ Denied _____ Date _____ Zoning Officer _____

Board action required? _____ If so, date of Board meeting _____