

Received:

(Office Use)



City of New Carlisle, Planning Department  
331 South Church Street, New Carlisle, Ohio 45344  
937.845.9492 • [planning@newcarlisleohio.gov](mailto:planning@newcarlisleohio.gov)

Permit No. \_\_\_\_\_

\_\_\_\_\_  
Authorized City Signature  
(Office Use)

**APPLICATION FOR  
ZONING PERMIT  
(RESIDENTIAL ACCESSORY STRUCTURES)**

**\*\*IMPORTANT INFORMATION – Please read before completing this application\*\***

- No building or structure shall be erected, moved, added to or structurally altered without first obtaining an approved Zoning Permit.
- Any structures over 200 square feet in size, may require a Building Permit from Clark County Building Department as well. 937-521-2160
- Typically, Zoning Review of applications may take five (5) to 10 (10) working days. The City does have up to thirty (30) days after receipt of the application to approve or disapprove in conformity with the Zoning Code. Delays may be due to missing information or an incomplete application.
- All Zoning Permits shall be conditional upon the commencement of work within six (6) months of City Approval. If the work described in the Zoning Permit has not begun within six (6) months from the date of issuance, such permit shall expire and be revoked. If work has begun within six (6) months of issuance, the work must be completed within one and one half (1 ½) years of the issuance date.
- Contact Ohio Utilities Protection Services (OUPS) before any digging. Free Service Call 811 or 1-800-362-2764
- Please check any Plat Covenants and Restrictions prior to applying.
- The City of New Carlisle is not responsible for any structures erected within an easement.
- Approved Permit will not be issued until all Fees are paid in full.

**APPLICANT INFORMATION (REQUIRED)**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT SITE INFORMATION (REQUIRED)**

Address for Permit: \_\_\_\_\_

Zoning District: \_\_\_\_\_

(Office Use)

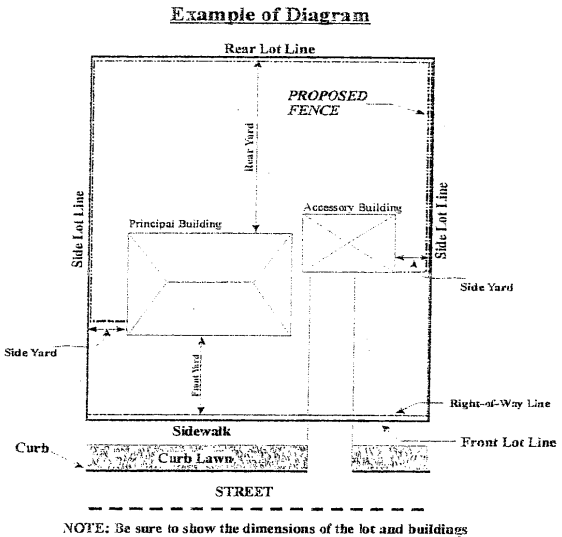
Owner of Property: \_\_\_\_\_ Owners Phone: \_\_\_\_\_

Owners Address: \_\_\_\_\_  
Street City State Zip

Email: \_\_\_\_\_

**APPLICATION FOR ZONING PERMIT (ACCESSORY STRUCTURES) CONTINUED**

- \*\*REQUIRED FOR ALL ZONING PERMITS\*\***
- A detailed site drawing showing lot shape, location of all existing and proposed structures.
  - Must include dimensions of lot and all existing and proposed structures.
  - Include setback measurements for proposed structures
  - Use the example diagram to the right as a reference.
  - Attach site plans to this application.
  - Application Fee Paid



**Zoning Basics & Fees** **RESIDENTIAL ONLY**

**Fences - \$20 Application Fee**

- Rear yards only, not to exceed eight (8) feet in height. Front or corner side yard not to exceed two and one-half (2 ½) feet in height.
- All fence posts and/or structural supports shall be located on the inside of the fence facing the interior of the property, with the finished side of fence facing adjacent properties.
- No fence shall cause an obstruction of vision to vehicle or pedestrian traffic.

**Swimming Pools - Above Ground \$35 Application Fee / In Ground \$60 Application Fee**

- Any pools (permanent, temporary or portable) capable of holding eight-teen (18) inches or more of water or with a diameter larger than twelve (12) feet does require a Zoning Permit and to be completely fenced in with a lockable gate.
- Any pool shall be located at least ten (10) feet from side or rear property lines.
- No pool shall be located underneath or in close proximity of any overhanging power lines.

**Accessory Structures (shed/open deck/gazebo) – Under 200 sq ft \$35 Fee / Over 200 sq ft \$45 Application Fee**

- Only two (2) accessory structures per lot are permitted.
- Accessory structures may not exceed the height of the primary structure.
- Only in an R-7 Zoning District, Can not be located within 10 Feet of another structure.
- Accessory structures must meet all rear and side setbacks for the Zoning District located.

**Please contact the Planning Department for any questions or required setbacks.  
937.845.9492 or Email: [planning@newcarlisle.net](mailto:planning@newcarlisle.net)**

**PROJECT INFORMATION (REQUIRED)**

Type of Project: \_\_\_\_\_ Scheduled Work Start Date: \_\_\_\_\_  
Shed, Fence, Swimming Pool, ect...

Structure Dimensions: \_\_\_\_\_ Structure Materials: \_\_\_\_\_  
Height, Width, Length Wood, Metal, Chain Link

**Applicant Signature (REQUIRED)**

The owner, or owner authorized contractor, certifies the information contained in this application is true and accurate to the best of their knowledge and agrees to comply with the City of New Carlisle’s Zoning Regulations.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_