

Received:

(Office Use)



City of New Carlisle, Planning Department  
331 South Church Street, New Carlisle, Ohio 45344  
Phone: (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.

#### **Fences – Residential \$25.00 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 \$40.00 Application Fee / In Ground \$65.00 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 \$40.00 Fee / Over 200 sq ft \$50.00 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.  
937.845.9492 or Email: [planning@newcarlisleohio.gov](mailto:planning@newcarlisleohio.gov)**

### **\*\*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
- Attach site plans to this application.

**If Accessory Structure is erected prior to obtaining a permit the fee will be doubled.**

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**PROJECT SITE INFORMATION** *(REQUIRED)*

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

(Office Use)

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

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

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

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

**APPLICANT INFORMATION** *(REQUIRED)*

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

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

**PROJECT INFORMATION** *(REQUIRED)*Type of Project: \_\_\_\_\_  
Shed, Fence, Swimming Pool, ect... Scheduled Work Start Date: \_\_\_\_\_Structure Dimensions: \_\_\_\_\_  
Height, Width, Length Structure Materials: \_\_\_\_\_  
Wood, Metal, Chain Link

	Measurement From Other Buildings	Width	Length	Total Square Foot
Lot Size				
Principal Structure				
Garage				
Pool/Shed				
Coop/Run/Tractor				
SETBACK MEASUREMENTS				Total Feet
Rear Property Setback				
Side Property Setback				

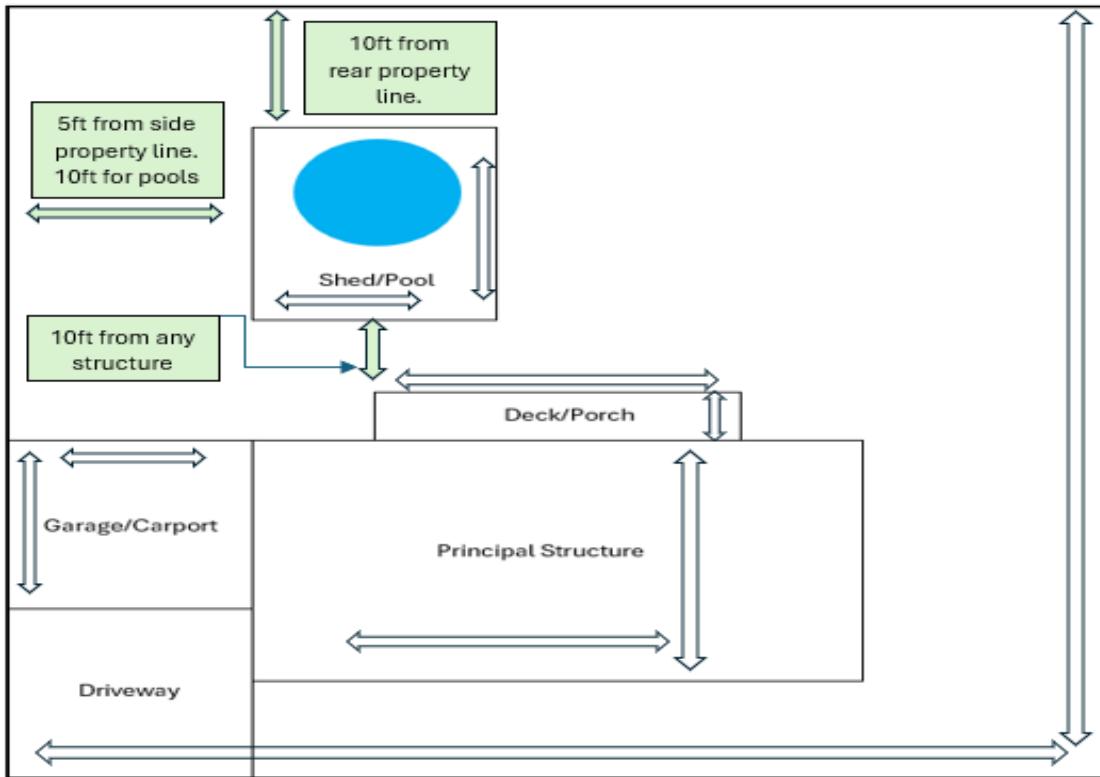
**\*\*\*REQUIRED MEASUREMENTS-ATTACH SITE PLAN DRAWINGS ON SEPARATE SHEET\*\*\*****Applicant Signature** *(REQUIRED)*

I, the owner or the owner's authorized agent, agree: 1) that the information contained in this application and any attachments is accurate and complete, and that inaccurate or incomplete information may result in the permit being invalid and the structure being removed at the owner's expense; 2) to comply with the City's Zoning Regulations; 3) to locate and verify all necessary property lines and boundaries, and to indemnify, defend and hold the City harmless from any and all legal actions, damages, liabilities, costs and expenses related to the property lines and/or boundaries; 4) that a structure placed on an easement may be subject to damage and/or removal at owner's expense; and 5) that any deviation from the approved plans may nullify the approval.

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: \_\_\_\_\_

### **Example of Preferred Site Plan Drawing**



**You may use this space below to draw your site plan or attach site plan on a separate sheet of paper**