



11551 Valley View Rd. ♦ Sagamore Hills, OH 44067

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www.mysagamorehills.com

zoninginspector@mysagamorehills.com

DECK PERMIT APPLICATION

PERMIT MUST BE OBTAINED PRIOR TO CONSTRUCTION. FAILURE TO OBTAIN PERMIT PRIOR TO CONSTRUCTION WILL RESULT IN A MONETARY PENALTY FEE

PROPERTY INFORMATION	
Site Address:	Parcel No.:
Owner(s):	
Owner Address:	
Owner Telephone No.:	
Owner Email Address:	
Primary Homeowners Association (HOA): <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, attach HOA approval)	
If yes, Name of HOA:	
Sub HOA (if applicable): <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, attach HOA approval)	
If yes, Name of HOA:	
Corner Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No **Note: Corner lots are required to meet the front setback on both streets**	

CONTRACTOR/BUILDER INFORMATION	
Contact Name:	
Company Name:	
Address:	
Telephone No.:	Email Address:

DECK INFORMATION			
Deck Location: <input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear			
SETBACKS FROM PROPERTY LINES (ft.)			
Front (from centerline of road):	Left Side:	Right Side:	Rear:
Square Footage:			
Sewer System: <input type="checkbox"/> Septic <input type="checkbox"/> Central (A permit for either is required from Summit County Department of Sanitary Sewer Services)			

Required Site Plan Data and Architectural/Construction Drawings

The following items must be submitted with the application in order to be reviewed. The application will be reviewed and the applicant will be contacted when the plans are approved. The Ohio Revised Code sets forth a maximum of thirty (30) days for review of all applications. No applications will be reviewed at the time of submittal.

The review process begins once a “completed” application and payment are received

Incomplete applications will delay the review process

*****MINIMUM SEVEN (7) DAY PROCESSING OF ALL APPLICATIONS*****

1. One (1) copy of the site drawing (legible 11” x 17” maximum). The site drawing must show the following:
 - a. A North arrow and scale
 - b. All property lines
 - c. Existing structures and dimensions
 - d. Driveway and road access locations (existing and/or proposed)
 - e. Proposed structure(s) and dimensions
 - f. Front (to road centerline), left side, right side and rear setback measurements
 - g. Roads and easements (include details)
 - h. Indicate the location of lakes, ponds, wetlands, ravines, or other unusual topography
 - i. Riparian setback(s) must be clearly indicated on all lots containing applicable watercourses
2. One (1) copy of the building/construction plans showing major details including height data. A legible maximum 11” x 17” copy for our files.
3. Septic system and well location with copies of sewage disposal system plan and approval from the Summit County Public Health Department (330-926-5693).
4. Homeowners Association approval letters (if applicable).
5. Contact Summit County Building and Standards for county permit requirements.

Applicant Certification

By signing below, the owner has read, understands, and agrees to the following:

- Right of Revocation – It is understood and agreed by this applicant that any error, misstatement, misrepresentation of any fact, with or without intent, such as might and/or would cause a refusal of this application, or any alteration in the accompanying plans made subsequent to the issuance of a Zoning Certificate without approval of the Zoning Inspector or Zoning Board of Appeals, shall constitute sufficient grounds for the revocation of such certificate.
- The owner agrees to allow the Zoning Inspector access to the property for on-site inspection(s) from application submittal through final approval.
- The applicant agrees to abide by the Ohio Revised Code Sections §5589.08, §5589.10 and §5589.22 in that no dirt or mud is permitted on the road right-of-way during construction and that any repair costs for damage to the roadway or parts thereof will be paid by the applicant.
- There may be deed restrictions on the property that differ from the Sagamore Hills Township Zoning Resolution. The owner is solely responsible in ensuring compliance with any deed restriction, covenants or HOA restrictions.
- Erosion control devices must be maintained throughout construction if required. Failure to do so constitutes a violation of the zoning resolution and may result in the revocation of the zoning certificate or further legal action.

- The owner agrees to abide by the Ohio Fire Code, Article (§1301:7-7-03), Section F-301,0 and the appropriate section of the Ohio Revised Code pertaining to open burning. No open burning is permitted without first obtaining appropriate permits from the Ohio Environmental Protection Agency and the Sagamore Hills Township Division of the Macedonia Fire Department. The applicant also agrees to abide by §F409.2.2 of the Ohio Fire Code pertaining to portable fire extinguishers during construction operations.
- The zoning permit shall become void at the expiration of one (1) year after date of issue.
- We encourage calling 811 or 1-800-362-2764 prior to construction to identify underground utilities.

Property Owner Signature: _____ **Date:** _____

FEE - (check made payable to Sagamore Hills Township)
See Section 18 Fee Schedule

FOR OFFICE USE ONLY

Zoning District: Residential Residential Cluster PUD (Greenwood) PUD (Eaton Estates) Commercial Industrial

HOA Approval: Received; Approval Date: _____ N/A

Summit County Health Department

Sewer/Septic Permit Approval: Received; Approval Date: _____ N/A

Riparian Setback Map Assessment: Completed and filed; Approval Date: _____ Blanket Form

Zoning Certificate Permit No.: _____ Approved Denied*

Zoning Inspector Signature: _____ Date: _____

*Reason for Denial: _____

SAGAMORE HILLS TOWNSHIP

Deck Permit Application

Site Plan

(or provide a separate site plan drawing including the required information below)

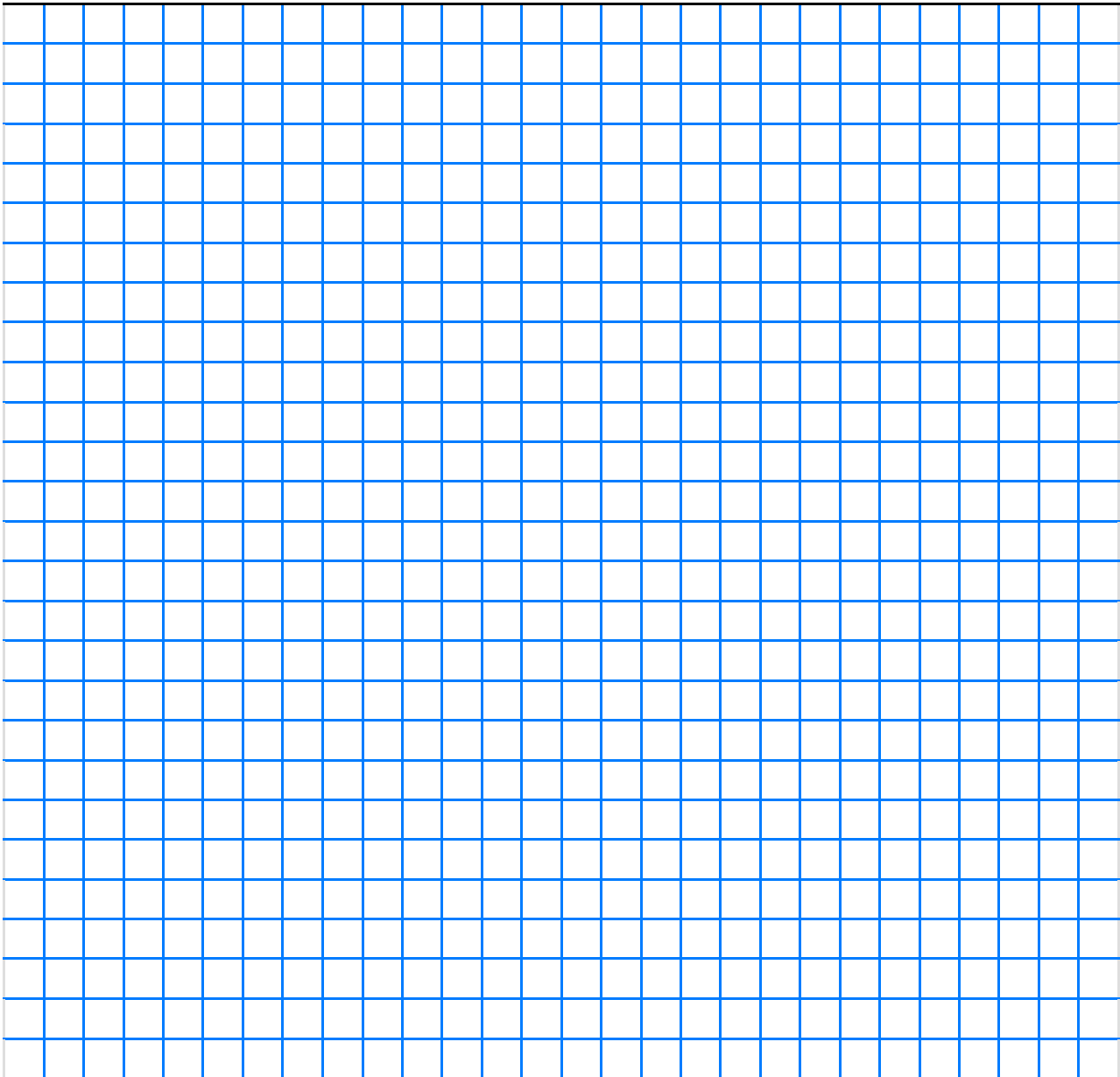
Instructions:

Use the area below to show the following:

- (a) Property lines
- (b) Existing accessory buildings
- (c) Proposed home
- (d) Front or rear setback to the proposed home
- (e) Left side setback to the proposed home
- (f) Right side setback to the proposed home

Name of Land Owner: _____

Address: _____



RIPARIAN SETBACK MAP ASSESSMENT – SHORT FORM

Important: The purpose of this form is to help to determine applicability of riparian setback legislation for an individual parcel. Please keep this assessment and any accompanying maps on file. Copies of this completed form should accompany a Zoning Certificate for notice to Summit County Building Standards and Summit County Health Dept. (if applicable) for review.



**SUMMIT SOIL AND WATER
CONSERVATION DISTRICT**
2525 State Road
Cuyahoga Falls, Ohio 44223
Phone: 330-929-2871
Fax: 330-929-2872
Email: staff@summitswcd.org

Applicant:

PARCEL #	
JURISDICTION	
ADDRESS	
NAME:	
ADDRESS: if different	
PHONE:	
FAX:	
EMAIL:	
ASSESSMENT REQUESTED BY:	
PHONE:	
COPIES SENT TO:	

Zoning Office or Summit SWCD:

- Refer to the Summit County Riparian Setback map, or
- The Summit County website.
 - Select "Parcel Maps."
 - Select "Interactive online tax map application" and locate the parcel.
 - Select "Environmental" folder and click on the following: Hydrography, Riparian setbacks, Contours, Wetlands, and Floodplain.
- Indicate in boxes below if any of the natural features are on or near this property, and initial the appropriate boxes. Setbacks on adjacent parcels can affect applicant's parcel.
- If no stream appears on the county data set, consult the USGS Topographical map and Soil Survey of Summit County. Contact Summit SWCD for confirmation.

STREAM (Hydrography) (Riparian Setbacks)		STEEP SLOPES (Contours)		WETLANDS (Wetlands)		100-YEAR FLOODPLAIN (Floodplain)	
YES	NO	YES	NO	YES	NO	YES	NO

Proposed Project:

SUMMIT SWCD DATA VERIFICATION:

1. Base riparian setback width (feet)	FEET	
2. a. Average percent slope within riparian setback (%)	A.	%
b. Additional width applied to base riparian setback (feet)	B.	FEET
3. Wetlands within riparian setback (if "yes," Category 2 (+30') or Category 3 (+ 50')) (feet)		FEET
4. 100-year floodplain within riparian setback. The 100-yr floodplain elevation line becomes the riparian setback if the 100-year floodplain line is wider than the riparian setback		FEET

This information has been reviewed by a representative from County of Summit Department of Building Standards: Initial _____	This information has been reviewed by a representative from Summit County General Health District if septic will be on site: Initial _____
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Comments:

Completed by:

Date:

ZONING FREQUENTLY ASKED QUESTIONS

Fences:

- 6 ft. height maximum above average grade level located behind the front face of the home
- 3 ft. height maximum above average grade level in front yard
- Installed a minimum of 1 ft. from property line
- Supports must be facing towards the inside of property

Decks:

- No permit is required to repair or replace deck parts/materials *provided the footprint is not changing.*

Accessory Buildings:

- Maximum building height is the lower of either the home height or 18 feet
- Size is dependent on lot size
- Typical 1 acre lot allows 653 sq. ft. of building
- 1,200 sq. ft. maximum building size regardless of lot size
- Structures must be 10 ft. from side and rear lot line and 15 ft. from home
- No structures in the front yard

Residential Home (R) Classification:

- Minimum lot size is one (1) acre
- Minimum lot width is 100 ft. at street and at front face of home
- Side offset minimum is 10 ft.
- Home must be 100 ft. from center of the road
- Rear lot line offset minimum is 50 ft.
- Maximum height is 35 ft.
- Minimum size of home is 1100 sq. ft.
- All new homes must have a minimum of a 400 sq. ft. garage constructed with the home with an 850 sq. ft. maximum

Swimming Pools:

- All in ground pools and pools less than 4 ft. in height must have a minimum of a 4 ft. fence around the pool area with locking gate or ladder when not attended
- All pools must be in the backyard and 10 ft. from any property line
- Pools cannot be located on any part of a septic system

General Information:

All lawns must be mowed to a height of 8 inches or less and all landscaping must be maintained to normal standards.

Trailers, Campers, ATV's or Boats must be located or stored behind the front face of the home or in a garage.

No unregistered or inoperable vehicles can be stored outside of a garage. This includes historically plated vehicles.

No motorcycle or ATV tracks can be set up on any residentially zoned property.

No outdoor storage of any materials that can be a nuisance to the surrounding properties in the neighborhood or an activity that creates an obnoxious odor, dust, smoke, noise, gas, flame or vibration.