



11551 Valley View Rd. ♦ Sagamore Hills, OH 44067

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[zoninginspector@mysagamorehills.com](mailto:zoninginspector@mysagamorehills.com)

## ***NEW RESIDENTIAL DWELLING PERMIT APPLICATION***

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

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

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

<b>SITE STRUCTURE INFORMATION</b>			
<b>SETBACKS FROM PROPERTY LINES (ft.):</b>			
<b>Front</b> (from centerline of road):	<b>Left Side:</b>	<b>Right Side:</b>	<b>Rear:</b>
<b>Square Footage:</b> Finished basement: _____ 1 <sup>st</sup> floor: _____ 2 <sup>nd</sup> floor: _____ 3 <sup>rd</sup> floor: _____ Decks/porches: _____ Garage: _____	<b>Total square feet:</b> _____ <b>Maximum Structure Height:</b> _____		
<b>Storm Sewer:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N / A (A copy of Summit County Road Opening Permit must be submitted with this application)			
<b>Sewer System:</b> <input type="checkbox"/> Septic <input type="checkbox"/> Central (A copy of the Summit County Dept. of Sanitary Services connection permit must be submitted with this application)			
<b>Water System:</b> <input type="checkbox"/> Well <input type="checkbox"/> Central			
<b>Road Opening:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, the Road Opening Permit from SHT Service Dept. or Summit County Engineer must be submitted with this application)			

## **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 along with a full size copy to be stamped for the Summit County Building Department (330-630-7280) for use when obtaining a building permit.
3. Submit Riparian Setback Assessment form (attached) to Summit Soil and Water Conservation District.
4. Septic system and well location with copies of sewage disposal system plan and approval from the Summit County Public Health Department (330-926-5693) or permit to connect sanitary sewer from the Summit County Department of Sanitary Sewer Services (330-926-2400).
5. For disturbed areas equal to or greater than one acre, an approved and stamped Storm Water Pollution Prevention Plan from Summit County Soil & Water Conservation District (330-929-2871) must be submitted to Sagamore Hills Township.
6. Copy of Address Assignment Certificate (Permanent Address) from Department of Community & Economic Development County of Summit (if applicable - 330-643-8013).
7. Copy of Road Opening Permit from Sagamore Hills Township Service Department (330-467-0900 ext. 5) for all township roads.
8. Copy of Road Opening Permit from Summit County Engineer for all county roads or from the State of Ohio for state roads.
9. Homeowners Association approval letter (if applicable).

## **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.

- On county roads, you are required to obtain a road opening permit for culverts from the Summit County Engineers' Office at 330-643-2850.
- On all township roads, an application and fee for a road opening permit is required. Call the SHT Service Director at 330-467-0900 (ext. 5) to obtain the necessary applications and documents. (This approved permit MUST be submitted with this application)
- 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. 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.

**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

Summit County Address Assignment Certificate  Received; Approval Date: \_\_\_\_\_

Summit County or State of Ohio Road Opening Permit:  Received; Approval Date: \_\_\_\_\_  N/A  
(for storm sewer tie-in or new driveway)

SHT Road Permit:  Received; Approval Date: \_\_\_\_\_  N/A

HOA Approval  Received; Approval Date: \_\_\_\_\_  N/A

Summit Co. Health Department Sewer/Septic Permit Approval:  Received; Approval Date: \_\_\_\_\_  N/A

Riparian Setback Map Assessment  Completed and filed  Blanket Form

An original stamp of approval on the site plan issued by the Summit Soil & Water Conservation District signifying adherence to a Storm Water Pollution Prevention Plan (for disturbed areas equal to or greater than one (1) acre)  Yes  N/A

Zoning Certificate Permit No.: \_\_\_\_\_  Approved  Denied\*

Zoning Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Reason for Denial: \_\_\_\_\_

**SAGAMORE HILLS TOWNSHIP**  
**New Residential Dwelling Permit Application**  
**Site Plan**

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

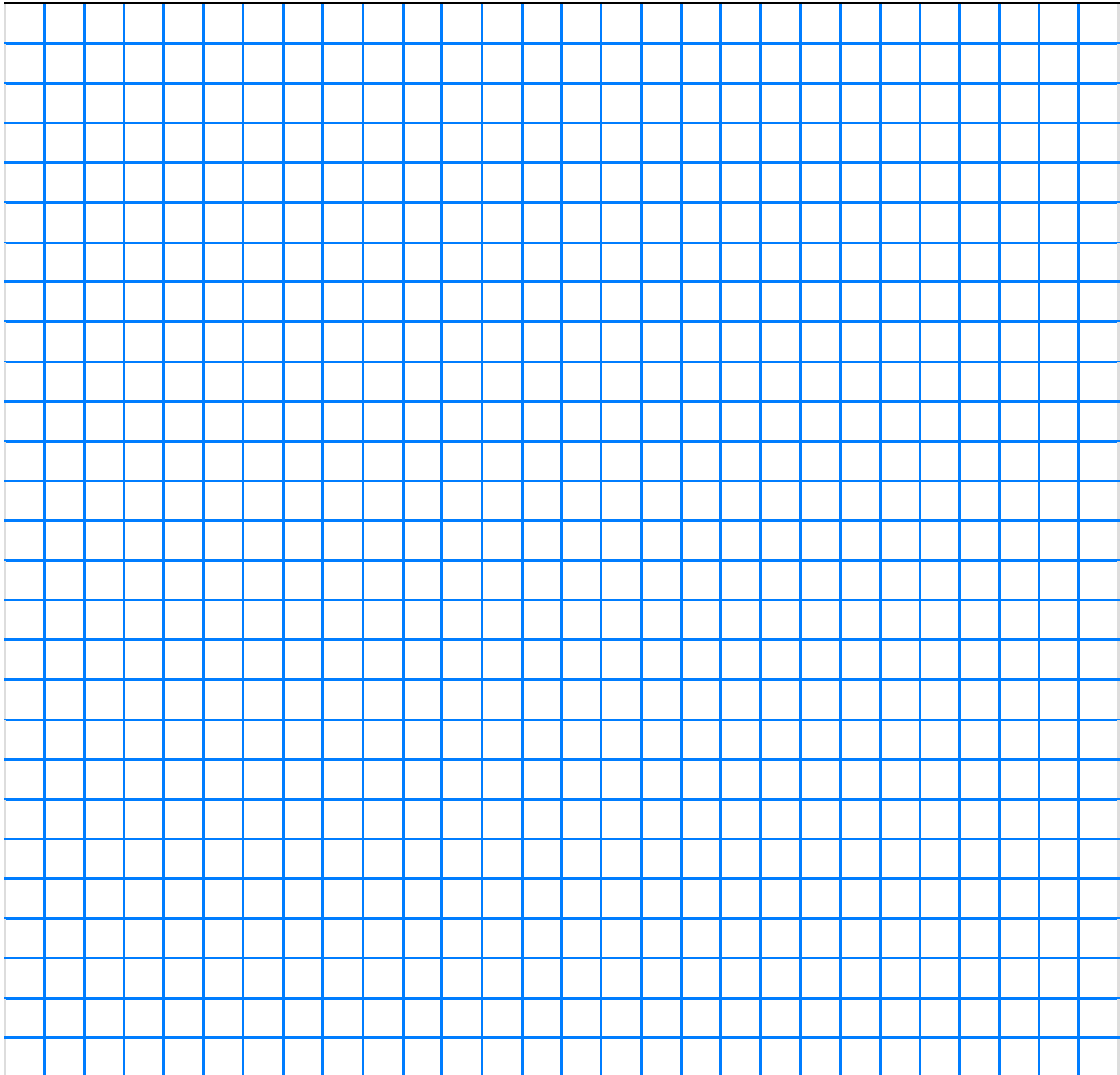
**Instructions:**

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**



**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

**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.

<p><b><u>Applicant:</u></b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:15%;"><b>PARCEL #</b></td><td></td></tr> <tr><td><b>JURISDICTION</b></td><td></td></tr> <tr><td><b>ADDRESS</b></td><td></td></tr> <tr><td><b>NAME:</b></td><td></td></tr> <tr><td><b>ADDRESS: if different</b></td><td></td></tr> <tr><td><b>PHONE:</b></td><td></td></tr> <tr><td><b>FAX:</b></td><td></td></tr> <tr><td><b>EMAIL:</b></td><td></td></tr> <tr><td><b>ASSESSMENT REQUESTED BY:</b></td><td></td></tr> <tr><td><b>PHONE:</b></td><td></td></tr> <tr><td><b>COPIES SENT TO:</b></td><td></td></tr> </table> <p>Proposed Project:</p>	<b>PARCEL #</b>		<b>JURISDICTION</b>		<b>ADDRESS</b>		<b>NAME:</b>		<b>ADDRESS: if different</b>		<b>PHONE:</b>		<b>FAX:</b>		<b>EMAIL:</b>		<b>ASSESSMENT REQUESTED BY:</b>		<b>PHONE:</b>		<b>COPIES SENT TO:</b>		<p><b><u>Zoning Office or Summit SWCD:</u></b></p> <ol style="list-style-type: none"> <li>Refer to the Summit County Riparian Setback map, or</li> <li>The Summit County website.             <ul style="list-style-type: none"> <li>Select "Parcel Maps."</li> <li>Select "Interactive online tax map application" and locate the parcel.</li> <li>Select "Environmental" folder and click on the following: Hydrography, Riparian setbacks, Contours, Wetlands, and Floodplain.</li> </ul> </li> <li>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.</li> <li>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.</li> </ol> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2" style="text-align: left;"><b>STREAM</b> (Hydrography) (Riparian Setbacks)</th> <th colspan="2" style="text-align: left;"><b>STEEP SLOPES</b> (Contours)</th> <th colspan="2" style="text-align: left;"><b>WETLANDS</b> (Wetlands)</th> <th colspan="2" style="text-align: left;"><b>100-YEAR FLOODPLAIN</b> (Floodplain)</th> </tr> <tr> <th>YES</th><th>NO</th><th>YES</th><th>NO</th><th>YES</th><th>NO</th><th>YES</th><th>NO</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>	<b>STREAM</b> (Hydrography) (Riparian Setbacks)		<b>STEEP SLOPES</b> (Contours)		<b>WETLANDS</b> (Wetlands)		<b>100-YEAR FLOODPLAIN</b> (Floodplain)		YES	NO	YES	NO	YES	NO	YES	NO								
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<b><u>SUMMIT SWCD DATA VERIFICATION:</u></b>																																															
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																																														
<p>This information has been reviewed by a representative from <b>County of Summit Department of Building Standards:</b> Initial _____</p>	<p>This information has been reviewed by a representative from <b>Summit County General Health District</b> if septic will be on site: Initial _____</p>																																														

**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.