

# RESIDENTIAL ZONING PERMIT

CITY OF BEAVERCREEK, OHIO  
1368 Research Park Drive  
937-427-5512  
FAX 937-427-5544

Permit \_\_\_\_\_

Date: \_\_\_\_\_

Fee \_\_\_\_\_

**INSTRUCTIONS:** Fill out this application and attach 3 copies of a site plan drawn to standard engineering scale (e.g. 1"=30') showing the dimensions and shape of the lot, location and setbacks of existing structures, and the exact location and dimensions of the proposed construction showing setbacks from property lines.

**NOTE: NEW CONSTRUCTION, ADDITIONS & DECKS REQUIRE ONE COMPLETE SET OF CONSTRUCTION DRAWINGS.**

1. Address of Property \_\_\_\_\_ Zoning District \_\_\_\_\_

2. Lot No. \_\_\_\_\_ Subdivision \_\_\_\_\_ Book/Page/Parcel \_\_\_\_\_

3. Name of Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

4. Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

5. Name of Contractor \_\_\_\_\_ Phone \_\_\_\_\_

6. New Home Construction Type: Built on Site \_\_\_\_\_ Mobile/Manufactured \_\_\_\_\_ Modular \_\_\_\_\_

7. New Construction \_\_\_\_\_ Addition \_\_\_\_\_ Deck \_\_\_\_\_ Patio Enclosure \_\_\_\_\_ Other \_\_\_\_\_

Single Family \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

Multi-Family \_\_\_\_\_ Number of Units \_\_\_\_\_ Total Number of Bedrooms \_\_\_\_\_

8. Property and proposed structure information. (Fill in all lines)

a. Lot width along right-of-way \_\_\_\_\_ feet

b. Lot depth from right-of-way \_\_\_\_\_ feet

c. Dimensions of new structure:

Width \_\_\_\_\_ feet

Depth \_\_\_\_\_ feet

d. Height of structure above grade \_\_\_\_\_ feet

e. Off Street Parking (No. of spaces) \_\_\_\_\_

f. Nearest point of structure to:

Front property line \_\_\_\_\_ feet

Rear property line \_\_\_\_\_ feet

Side property line facing structure from street:

Left Side \_\_\_\_\_ feet

Right Side \_\_\_\_\_ feet

g. Lot Size \_\_\_\_\_ square feet or \_\_\_\_\_ acre

9. Total square feet of area designed for use as living quarters, exclusive of unfinished attics and basements, porches and garages.

First Floor \_\_\_\_\_ Second Floor \_\_\_\_\_ Third Floor \_\_\_\_\_ Fourth Floor \_\_\_\_\_ Total \_\_\_\_\_

**I certify that all information and attachments to this application are true and correct to the best of my knowledge.**

Applicant's Signature: \_\_\_\_\_

-----  
This application is \_\_\_\_\_ approved \_\_\_\_\_ disapproved

\_\_\_\_\_  
Planning Department

\_\_\_\_\_  
Date

Remarks: \_\_\_\_\_

**NOTE:**

**ADDITIONAL PERMITS REQUIRED**

Case No. \_\_\_\_\_

Driveway and Sidewalk Permit \_\_\_\_\_

Greene County Building Permit \_\_\_\_\_

# Residential Zoning Permit

## ***When is a Residential Zoning Permit required?***

A Residential Zoning Permit is required prior to constructing, adding to, moving, or altering any residential building designed for occupancy within the City. Activities such as constructing a new building addition (including attached garages), decks and swimming pools also require this permit. Instructions for swimming pool and deck applications are on a separate page.

## ***What do I have to do to receive a Residential Zoning Permit?***

- C To receive a permit, a Residential Zoning Permit application must be completed in full and submitted to the Department of Planning and Zoning along with one set of architectural construction drawings (including elevations) and three copies of a site plan drawn to scale (e.g. 1 inch = 30 feet).**
- C The information given on this application should be in compliance with Sections 158.030 to 158.033 of the Zoning Code, as summarized below.**

## ***How long will it be until I receive notification?***

The application will be reviewed in one to two business days (except for infill lots) and you will be notified by telephone when the application has been approved and the permit has been issued, or if additional information is needed.

## ***What's the next step?***

**Additional permits may be required by other agencies after you receive a permit from the City, as indicated at the bottom of the application form.**

## ***Summary of Zoning Regulations (see Zoning Code for specific regulations)***

- C The structure must meet the following minimum yard requirements (in feet).**

	<b><u>R-1AA</u></b>	<b><u>R-1A</u></b>	<b><u>R-1B</u></b>	<b><u>R-PUD</u></b>
<b>Front</b>	<b>50</b>	<b>40</b>	<b>40</b>	<b>(See PUD file)</b>
<b>Rear</b>	<b>50</b>	<b>50</b>	<b>40</b>	
<b>Side</b>	<b>20</b>	<b>10/15</b>		<b>10/15</b>

- C The structure can be no higher than 35 feet (or 2 ½ stories).**
- C In general, each residential unit must provide a minimum of 2 off-street parking spaces.**

**If you have any questions, a staff member in the Department of Planning and Zoning is available to assist you Monday through Friday from 7:30 a.m. to 5:00 p.m.**