



Village of Roaming Shores
2500 Hayford Road Roaming Shores, Ohio 44084

ACCESSORY STRUCTURE PERMIT APPLICATION

The undersigned hereby applies for a Zoning Permit to be issued on the basis of the representations contained herein, all of which the applicant swears to be true. All permit fees are non-refundable. This permit shall expire and will be revoked if work has not begun, or work has not been completed within one (1) year. **No construction starts permitted between February 15 and April 15. NOTE: Home Owner Signature is Required.**

Date Received: _____ (Office only) Permit # _____

Construction lot address _____
Owner _____ Contractor _____
Address _____ Contact _____
Phone _____ Phone _____
(Cell) _____ (Cell) _____
E-mail _____ E-mail _____

1. Accessory structures over 200 square feet and up to 900 square feet will have only gable roofs with a pitch not greater than five/twelve (5/12).
2. Accessory buildings shall be only one-story structures with a maximum vertical distance of ten feet to the eaves and built on a permanent foundation.
3. No living facilities, including plumbing, sleeping quarters or other habitable use shall be permitted.
4. The completed foundation must be checked and approved by the Zoning Inspector, or an as-built survey provided at the discretion of the Zoning Inspector for approval prior to erection or placement of the structure for compliance.
5. The structure must be 10 feet from side yard property lines, 25 feet from front yard property line, 20 feet from rear yard property line (50 feet if lake front lot). Corner lot accessory structures shall be required to have the same setback distance from all street right-of-way lines as required for the front yard in the district in which such structures are located.
6. All structures that are 400 square feet or larger shall have gutters and downspouts.
 - a. All gutter downspouts shall be connected to Schedule 40 PVC drainpipes or solid Poly Drain flexible tubing and run underground.
 - b. Off Lake lots shall empty into roadside ditches or connect to roadside culvert.
 - c. Lakefront lots shall empty into the lake, roadside ditch or connect to roadside culvert.
7. No more than 3 total detached structures are permitted on single and/or consolidated lots including existing homes, sheds, car ports, etc.

SUBMITTAL DETAIL REQUIRED FOR REVIEW

Image of proposed structure: Please provide an image of the proposed structure, or if site built (2) sets of detailed drawings and site plan indicating structure location and distances to all property lines.

Identify: Length: _____ Width: _____ Height: _____

Roofing Material Type: _____ Roofing Color: _____

Siding Material Type: _____ Siding Color: _____

Trim Color: _____

Any contractor or homeowner starting construction prior to a permit being approved and issued will be subject to pay a \$100.00 penalty in addition to the published permit fee.

INSPECTION AND PERMIT PROCESS REQUIREMENTS

- a. Application must include "proof of ownership" of the property.
- b. A sight plan that identifies all lot boundaries and location of all existing and proposed structures.
- c. Contractor/Homeowners must mark out property line locations for pre-construction inspection by the Village Zoning Department. A zoning inspection is required upon completion of foundation or by written approval upon submission and review of an as-built survey. As-built survey must be provided at the sole discretion of the Zoning Inspector for approval prior to erection or placement of the structure for compliance.
- d. Upon the Zoning official's approval of the site inspection permit shall be issued.
- e. Zoning Permit posted in plain sight prior to start of construction.
- f. The homeowner is responsible for making sure all contractors and sub-contractors working on this project are registered with the Village prior to the start of construction and/or installation.
- g. Homeowner and/or Contractor are required to submit a complete listing of all sub-contractors.
- h. Once completed the Contractor/Homeowner must contact the Zoning Department for final inspection.
- i. HOA approval, if required.
- j. Installation of 3" reflective address sign must be installed in plain sight from street on primary structure and from lake, on lake front lots.

I do hereby certify that I will abide by the provisions of the Village of Roaming Shores. I further certify that I am fully aware and have reviewed the provisions of the Village of Roaming Shores and the current Codified Ordinances dealing with the requirements for obtaining this permit.

The undersigned hereby applies for a Zoning Permit to be issued on the basis of the representations contained herein, all of which the applicant swears to be true. All permit fees are non-refundable. This permit shall expire and will be revoked if the project is not completed within one (1) year.

Affidavit of Owner / Applicant It is understood and agreed by this applicant/owner that the village zoning officer may at any time enter the grounds of said property without prior notification in order to inspect the proposed project regardless of its stage of completeness. Further, it is understood that any error, misstatement or misrepresentation of material fact either with or without intention on the part of this applicant and owner, such as might, or would, operate to cause a refusal of this application, or any material alteration or charge in the accompanying plans made subsequent to the issuance of a Zoning Permit in accordance with this application, without the approval of the zoning inspector, Village of Roaming Shores, Ashtabula County, Ohio, shall constitute sufficient grounds for the revocation of such Zoning Permit and the imposing of a fine pursuant to the Planning and Zoning Code of the Village of Roaming Shores. **This applicant and owner further attest that the primary structure(s) on this land parcel(s) street address(s) numbers) are posted or will be posted upon start of construction requested by this application.**

Homeowner Signature _____
Date: _____

Contractor Signature _____
Date: _____

TO BE COMPLETED BY OFFICE

Date issued _____ Date rejected _____ Permit number _____
Permit fee \$350.00 Construction Deposit \$750.00 (refundable) Penalty: _____
Total: \$ _____

Zoning/Building Inspector Approval Date: _____ Signature: _____

Zoning/Building Inspector Rejection: Date: _____ Signature: _____

Reason(s):

