



## ACCESSORY STRUCTURE PERMIT APPLICATION CHECKLIST

**Important Note:** The following information allows us to determine if all zoning ordinance requirements applicable to your accessory structure are met. Please be aware that if left incomplete we will be unable to complete our review of your application. Staff will be happy to assist you with this information if you have any questions or concerns.

### PLEASE SUBMIT A PLOT PLAN OF THE PROPERTY WHICH ILLUSTRATES THE FOLLOWING:

\_\_\_\_\_ Dimensions of lot.

\_\_\_\_\_ Placement of house and all other existing structures (pools, sheds, decks, patios, porches, ramps) **and** their distance from all property lines

\_\_\_\_\_ Placement of the proposed accessory structure and its distance from property lines, measured perpendicular to the property lines.

\_\_\_\_\_ All easements inside property boundaries.

### PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Are you the property owner? \_\_\_\_ If not, please include a letter of approval from the property owner for this proposal.
2. Is this accessory structure pre-manufactured? \_\_\_\_\_
3. Square footage of lot: \_\_\_\_\_
4. Square footage of house 1<sup>st</sup> floor only: \_\_\_\_\_ (to include attached garage)
5. Total square footage of house: \_\_\_\_\_
6. Square footage of other **existing** structures (sheds, detached garages, pools, carports, etc.) on the property: \_\_\_\_\_
7. Square footage of proposed accessory structure: \_\_\_\_\_
8. Height of proposed accessory structure (slab to ridge vent): \_\_\_\_\_
9. Material(s) of proposed accessory structure: \_\_\_\_\_
10. Color(s) of proposed accessory structure: \_\_\_\_\_
11. Material(s) of principal dwelling and existing structures: \_\_\_\_\_
12. Color(s) of principal dwelling and existing structures: \_\_\_\_\_
13. Are there recorded covenants and restrictions for your property? Yes \_\_\_\_  
No \_\_\_\_ Do these covenants and restrictions prohibit the structure you are wishing to build/add? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain  
\_\_\_\_\_

ACCESSORY STRUCTURE GUIDELINES (Reference City Code Section 151.108  
ACCESSORY USES):

1. The sq. ft. of **all structures** combined shall not exceed 40% of the lot's area.
2. No accessory structure may be located closer than five (5) feet to any lot line. Corner lots require additional setbacks.
3. If the lot's area is < 8,000 sf, the accessory structure may not exceed 676 sf or 50% of the principal dwelling's area, whichever is less.
4. If the lot's area is > 8,000 sf but < 10,000 sf, the accessory structure may not exceed 832 sf or 50% of the principal dwelling's area, whichever is less.
5. If the lot's area is > 10,000 sf, the accessory structure may not exceed 1,000 sf or 50% of the principal dwelling's area, whichever is less.
6. Accessory structures which serve modular or mobile homes may not exceed 50% of the gross floor area of the principal dwelling.
7. For carports which are attached to, or share a roof with, an accessory building, their area will not be counted in the square footage of the accessory building, as long as they remain open on three sides and extend no farther than 20 feet from the side of the building. All carports are subject to setback requirements as specified in Sec. 151.108.
8. Accessory buildings which serve a single-story principal dwelling are limited to 15 feet in height.
9. Accessory buildings which serve a two or greater-story principal dwelling are limited to 27 feet in height.
10. The appearance should
  - Compliment the principal dwelling
  - Not disturb neighborhood appearance
  - Not exhibit unpainted, bright metal, or garish contrasting surfaces.
11. No residential accessory structure may resemble a shipping container or truck body.

**Please feel free to contact us should you have questions or need assistance.**

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