



1791 Harshman Road
Riverside, OH 45424
Phone: 937-233-1801
Fax: 937-237-5965

Instructions for making an application for a zoning permit

- I. The zoning permit application is to be filed with the Department of Administration located in the City Administration building, 1791 Harshman Road.
- II. Zoning permit fees shall be as follows:
 - A. Residential – \$25.00
 - B. Commercial – \$50.00
 - C. Industrial – \$50.00
 - D. Accessory Structures – \$25.00

Each application shall be accompanied by the appropriate fee.
- III. Attach the following information to the form:
 - A. Three (3) copies of the site/sketch plan drawn to appropriate scale, showing the following:
 1. Actual dimensions and the shape of the lot to be built upon.
 2. The exact size and location of existing buildings on the lot, if any; and the location and dimensions of the proposed building(s)/structure(s) or alteration(s).
 3. Location of all vehicular entrances to and exits from the property.
- IV. The Zoning Inspector will review to make sure the application and site plan of the proposed structure meet a number of developmental standards established by the Zoning Ordinance. In certain cases, it may also be necessary to take the approved Zoning Permit to Montgomery County to obtain the applicable building permits. The Montgomery County Division of Building Regulations conducts all building inspections for the City of Riverside. Building inspectors ensure that uniform minimum standards for new construction are met. Some of the areas addressed include structural integrity, electric wiring, plumbing, mechanical systems (HVAC), and materials used for foundations, walls, and roofing. All inspection requests from the County must be made at least one (1) day in advance by calling 937-225-4622. You may then call the morning of your scheduled inspection to obtain a time (within a two-hour block) of when the inspector should arrive. Please contact Montgomery County for more information regarding the building inspection and permit process.
- V. After review, you will be notified that the permit is ready to be picked up. A copy of the site plan will be returned with your permit. In some cases, you will be told to take your approved Zoning Permit and a copy of the approved site plan to Montgomery County Building Regulations to apply for the building permits needed to begin construction. Contact Montgomery County Division of Building Regulations for applicable building inspection fees at 937-225-4622.

VI. SPECIFIC INFORMATION

NOTE: The following regulations are provided as general information only, and do not represent all development and use requirements of the Zoning Ordinance and other City codes. Please contact the Zoning Department to obtain all requirements before any construction or use is scheduled to begin.

A. ACCESSORY STRUCTURES OTHER THAN GARAGES

Sheds, pole barns and similar improvements are allowed when use and development standards are met as specified by the applicable zoning district regulations. However, detached accessory Structures may not be erected in the side or front yard areas and may not be closer than three (3) feet to any lot line in the rear. All accessory structures must be a minimum of ten feet (10') from the principal structure and minimum six feet (6') from any other accessory structure. A detached accessory building or structure shall not exceed fifteen feet in height or the height of the principal building or structure, whichever is the lesser. In addition, there shall be no more than two (2) detached accessory structures for each lot, and the total footprint area of all accessory structures and accessory uses shall not exceed twenty-three percent (23%) of the area of the rear yard. When there is sufficient side or front yard area to allow construction without infringing upon the required minimum setbacks, an accessory structure may be attached to a principal building, or it may be connected by a breezeway or other similar structure.

B. GARAGES

In addition to the general standards for accessory buildings stated above, the following standards apply to garages:

- A detached garage shall not be larger than eighteen percent (18%) of the rear yard; and
- Only one (1) detached garage is permitted per lot; and
- No detached garage may exceed 864 square feet, except on lots with rear yards that exceed 20,000 square feet. In this case, the size of the garage may be increased by five percent (5%) of the rear yard over 20,000 square feet. In any event, a detached garage shall not exceed 1,600 square feet.

C. ADDITIONS TO RESIDENTIAL STRUCTURES

This includes attached rooms, garages, carports, decks, and roofed or enclosed porches. These improvements are allowed when the use, height, lot area, width, and yard requirements are met as specified by the applicable zoning district regulations. Contact the Zoning Department for specific district regulations.

D. SWIMMING POOLS AND OTHER RECREATION FACILITIES

A swimming pool, bathhouse, tennis court and similar facilities accessory to residential dwellings shall comply with the following conditions and requirements:

- The facilities shall be located in the rear yard and shall not be closer than ten feet (10') to the side and rear lot lines for single family and two-family dwellings, and no closer than fifty feet (50') to the side and rear lot lines for any multiple family dwellings; and,
- The swimming pool, or the entire property in which it is located, shall be walled or fenced to prevent uncontrolled access by children from the street or from adjacent properties. Such fence or wall shall not be less than five feet (5') in height and maintained in good condition with a gate and lock. Such five foot (5') fence may be the extension of the side walls of the swimming pool; and,
- The facilities shall be located on the same zoning lot as the principal dwelling, structure, or use.

E. UNROOFED PORCHES AND STEPS

Unroofed porches and steps may project into a front yard a distance not to exceed six feet (6') without having to meet minimum twenty-five foot (25') setback requirements, provided it is open on three sides, except for railing or banisters.

F. ANTENNAE AND TOWERS

Radio, television, wind generating or other similar dish, antennae or structures shall not be located closer to the street than the front line of the dwelling or mobile home within any

residential zoning district. Such structure must also meet the height regulations for the district in which it is to be located.



Zoning Permit Application

OFFICIAL USE ONLY	
Permit No.	
Date	

 Pool

 Accessory Structure

 Residential Addition

 Other

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers(s): _____ E-mail: _____

- I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.
- Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.
- Furthermore, I hereby acknowledge that in review of this application, the City of Riverside may require the services of the City Planner, City Engineer, and/or the City Attorney to insure that the requested item(s) for review in this application is compliant to the current zoning laws and policies of the City of Riverside. I, as the applicant acknowledge that any cost incurred by the city of Riverside as they relate to the review of this application by any of the City's consultants listed above are my responsibility to reimburse and agree to repay the City of Riverside for any and all costs incurred to it in the review of this application.

Signature: _____ **Date:** _____

Applicant is the: Owner Lessee Optionee Contractor/Architect

Please notate preferred method for return of the permit application: By Mail or Pick Up at Administrative Office

Property Owner's Name: (If different from applicant): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers(s): _____ E-mail: _____

Parcel Lot No(s). _____ Current Zoning _____

Project Location or Address: _____

Property is: Residential Commercial Industrial

Explanation of Request: _____

To Be Completed By City

Date application and fee received: _____ Staff Initials: _____ Receipt # _____

YES NO A building permit is required before beginning your project. For more information, please contact the Montgomery County Building Regulations Divisions at 937-225-4622.

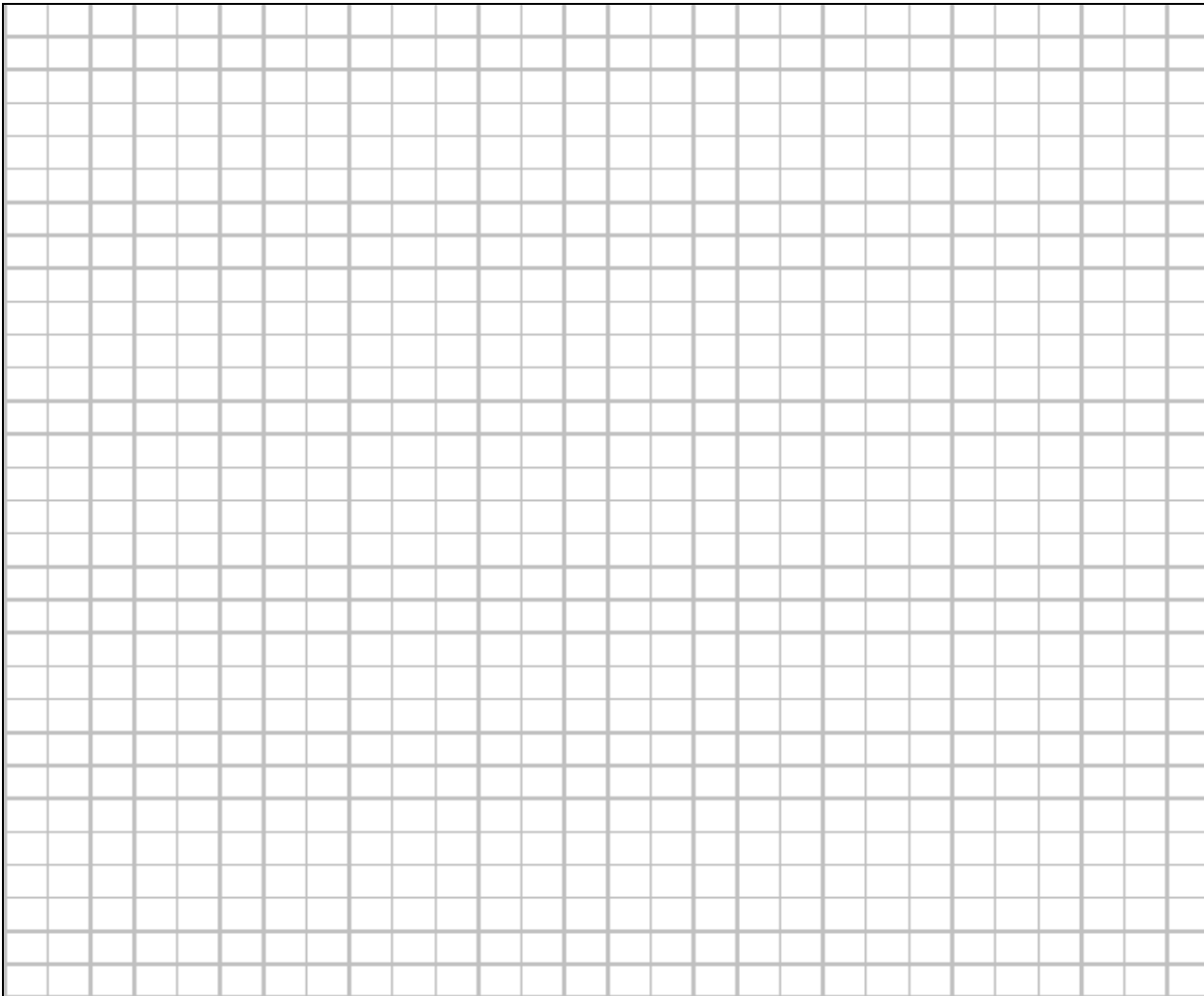
Wellfield Protection Area: YES NO Flood Zone: YES NO

Application is: APPROVED DENIED

Zoning Administrator: _____ Date: _____

Plot Plan

(Remember to show streets, all structures, easements, fences, gates, pavement, electrical lines & property lines)



For Accessory Structures, Pools, Additions, Decks:

Footprint Square Footage of Principal Structure: _____

Square Footage of Proposed Structure: _____

Number of Existing Accessory Structures: _____

Square Footage of Existing Accessory Structures: _____

Height of Structure: _____

