

## **ADDITIONS OR ALTERATIONS IN RESIDENTIAL AREAS**

If you are planning to build a room addition, garage, shed, porch, fence, or deck, install a pool, operate a home occupation, or make another similar type of improvement on a residential lot in the City of Riverside, you will need a Zoning Permit, and in many cases, one or more building permits from Montgomery County.

The Zoning Inspector will issue a Zoning Permit after reviewing 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.

### **PROCEDURE**

1. Obtain and complete an Application for Zoning Permit. Accompanying site plan must illustrate how all height regulations, lot area, width, and yard requirements are met for each accessory structure and/or use. A fee of twenty-five dollars (\$25.00) shall be paid by the applicant to the City of Riverside by cash, check, or money order when you submit your permit.
2. 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.
3. 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.

## **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.

### **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.

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.

### **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.

### **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.

### **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.

### **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.

### **FENCES**

A fence, wall, hedge, or shrubbery may be erected, placed, maintained, or grown along a lot line in the front or required corner side yard to a height not to exceed three and one-half feet (3½') and shall not to exceed eight feet (8') in the side or rear yard. In a residential district, the usual setback requirement for front yards or required corner side yards is twenty-five feet. (25')

### **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.

**CURB, GUTTER, SIDEWALK AND DRIVEWAY REPAIRS**

No Zoning Permit or County Building Permit is required for curb, gutter, sidewalk or driveway repairs. ***HOWEVER, A CONSTRUCTION PERMIT IS REQUIRED.*** This permit application is the same form as the Zoning Permit application, and a site plan is also required. These can be obtained from the Riverside Service Department. (937-237-5956) To schedule an inspection, the Services Inspector must be notified at least two (2) days in advance before such work will begin.

**HOME OCCUPATIONS**

All occupational activities must occur entirely within the principal dwelling (home) and be conducted only by persons who live there. No separate entrance for the proposed use or modification not usually found in residential dwellings is allowed. In addition, no more than twenty-five percent (25%) of the gross floor area of any dwelling unit may be used for proposed use.

There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the home occupation. No equipment except which is used for purely domestic or household purposes may be used. Only one non-illuminated sign, not to exceed two (2) square feet in area, mounted flat against the wall of the building in which the home occupation is located, may be externally displayed.

The Zoning Ordinance currently lists 31 permitted home occupations. Examples of permitted occupations include consulting services, direct marketing, graphic design, and real estate sales. The complete list can be obtained from the Zoning Department at 233-1801.

**QUESTIONS**

If you have any questions or need assistance meeting the procedural requirements, or in preparing applications, please contact:

Planning and Zoning Administrator  
City of Riverside  
1791 Harshman Road  
Riverside, OH 45424-5017  
Phone: 937-233-1801  
Fax: 937-237-5965  
Email: [pwilliams@riverside.oh.us](mailto:pwilliams@riverside.oh.us)

Division of Building Regulations  
Montgomery County Administration  
Building  
451 West Third Street  
Dayton, OH 45422  
Phone: 937-225-4622  
Fax: 937-225-6327

Public Services Operations Manager  
City of Riverside  
1791 Harshman Road  
Riverside, OH 45424-5017  
Phone: 937-233-1801  
Fax: 937-237-5966  
Email: [servicedept@riverside.oh.us](mailto:servicedept@riverside.oh.us)