

OFFICE USE ONLY		<input type="checkbox"/> PAID
Date Received:	Permit #:	
Staff Initials:	Zoning:	

# OUTBUILDING PERMIT APPLICATION

## PROPERTY INFORMATION

Street Address or Parcel Number:

Check one: <input type="checkbox"/> Shed <input type="checkbox"/> Detached garage <input type="checkbox"/> Detached carport	<input type="checkbox"/> Pavilion <input type="checkbox"/> Gazebo <input type="checkbox"/> Other:
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Description of project:

What is the total value of this project?

Was there a variance obtained for this project?  Yes Case #: \_\_\_\_\_  No

## APPLICANT INFORMATION

Applicant's Name *(May be property owner, contractor, architect, etc.):*

Applicant's Address:

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

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

Property Owner's Address:

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

## OUTBUILDING INFORMATION

Corner Lot:  Yes  No

- If the property is a corner lot a shed may be placed no nearer than 20 ft. from the property line located near the street.
  - The property line is **not** the curb line.
  - It is the responsibility of the **property owner** to know where their property lines are located.

Rear Setback: \_\_\_\_\_ *(Minimum of 5 ft.)*

Side Setback: \_\_\_\_\_ *(Minimum of 5 ft.)*

Total Square Feet: \_\_\_\_\_ *(Garage Max.: 676 Sq. ft. Shed Maximum: 225 Sq. ft.)*

Length: \_\_\_\_\_

Width: \_\_\_\_\_

Height: \_\_\_\_\_ *(Maximum height 16ft.)*

<u>Fees:</u> <input type="checkbox"/> Shed/ Detached Carport/Pavilion _____ x \$.25= \$ _____ Total Sq. Ft.	<input type="checkbox"/> Gazebo \$25.00
<input type="checkbox"/> Garage _____ x \$.36= \$ _____ Total Sq. Ft.	

**Requires site plan.**

The undersigned hereby certifies that the information in and with this application is true and accurate, and consents to agents of the township entering the premises for inspection and verification of information submitted, as applicable; and if a permit is issued, to verify conformance to requirements and conditions of issuance.

 **Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**REQUIRED FOR RENTAL PROPERTIES**

Property Owner / Landlord Approval

I HAVE REVIEWED AND APPROVED THE INSTALLATION OF THE PERMANENT STRUCTURE DESCRIBED HEREIN.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

**FORMS OF PAYMENT ACCEPTED:**

- Exact cash
- Check (Make payable to Boardman Township)
- Credit (Visa, MasterCard, or Discover)  
(Note: If you pay via credit or debit card, your statement will include a separate 2.95% or \$2.50 minimum service fee with this transaction. This fee is assessed by the credit card processor, not the Township)

**PLEASE MAIL COMPLETED APPLICATIONS TO:**

Boardman Township Zoning Department  
8299 Market Street  
Boardman, Ohio 44512

**OR EMAIL:**

Julie Pitzer at [Jpitzer@Boardmantwp.com](mailto:Jpitzer@Boardmantwp.com)

**REVISED: 3/18/2019**



## Site Plan Template

Please attach site plan or use below. Please draw where your structure will be placed. Include the distance from adjacent property lines. Property line setbacks are the distance from the structure to the property line. Setbacks vary depending on the type of structure.

