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***Definition of Terms:***

“Building Permit” means an official document issued by the Division of Building Inspection authorizing construction to begin in accordance with approved construction drawings.

“Building Setback Areas” (front, rear, side) means the area within the property between the property lines and the setback lines where no building is generally permitted.

“Construction Drawings” means the set of drawings showing the complete plans, elevations and details of the proposed construction.

“Covenants” means the governing regulations of a specific subdivision plat, which are enforced by the property owners of that plat.

“Lot Line” means the property lines bounding the lot on all sides.

“Plat” means a parcel or group of lots under common ownership.

“Subdivision Plat” means the official record of lot divisions of a specific area.

“Surveyed Plan” means a plan showing the complete layout of the property as done by a surveying company.

“Zoning Certificate” means an official document issued by the Planning Department verifying compliance with the Zoning Ordinance.

“Zoning District” means a portion of the territory of the City within which certain uniform regulations and requirements, or various combinations thereof, apply under the provision of the Zoning Ordinance.

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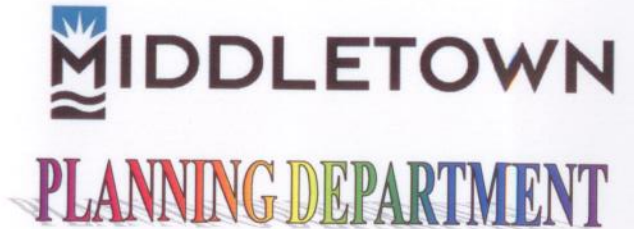
THE CITY OF MIDDLETOWN  
ONE DONHAM PLAZA  
MIDDLETOWN, OHIO 45042

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***Phone Numbers:***

Planning Department	(513) 425-7922
Engineering Department	(513) 425-7935
Building Inspection Div	(513) 425-7973

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***DESIGN AIDS  
for  
RESIDENTIAL  
BUILDING ADDITIONS***

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## RESIDENTIAL BUILDING ADDITIONS

Any residential building additions such as room additions, covered porches, decks 30" above the ground, decks with a roof regardless of height, and carports require both a Certificate of Zoning Compliance and a Building Permit.

The Zoning Certificate must be obtained first and is issued by the Planning Department. The following packet of information will have to be submitted and reviewed by the Zoning Officer before a Certificate can be issued: a dimensioned site plan showing the location of all structures, existing and proposed, any existing easements and property boundaries. The name and address of the property owner, designer and builder should also be included in the packet of information. You should also be aware that a surveyed site plan might be necessary depending on your proposed layout and existing site conditions.

An application for a Building Permit must be submitted to the Building Inspection Division. Information submitted with the Permit application must include two sets of both the site plan and detailed construction drawings of the building addition. The name of the person who prepares the construction drawings should be noted on each drawing sheet. The owner or contractor can apply for the building permit. Electric, Plumbing or HVAC permits may also be necessary depending on your proposed scope of work. You must be the **owner AND occupant** to obtain permits for and perform any electric, plumbing or HVAC work. A Building Permit guarantees that the work being done will be inspected by the City's Building Inspectors for compliance with State and local safety requirements.

You may find the following guidelines on setback and height restrictions helpful in designing your addition:

- No building addition can be located in any front, side or rear yard setback. The required side yard setback of any building addition is determined by the overall building length adjacent to the property line as indicated on the attached schematic drawing and chart on side yard setbacks.
- In all residential zones overall building height is limited to 30ft or two and a half stories.

You should also investigate the Subdivision Plat of your neighborhood and be aware of any easements or other restrictions of the Subdivision. Our Engineering Department may have copies of these plans for your reference.

For further information please call the Planning Department or the Building Inspection Division.

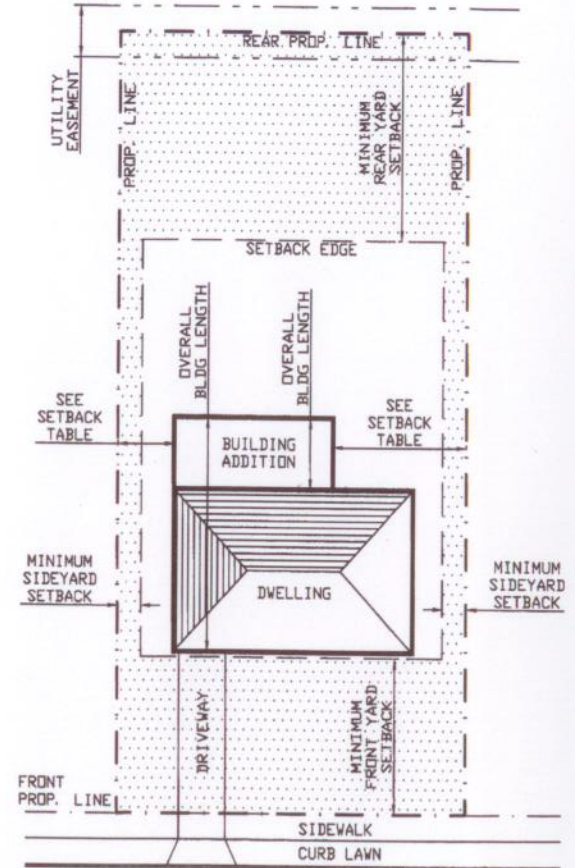
### Definitions of Zoning District Designations:

DS: Suburban Dwelling District. For suburban and rural areas within the City, but beyond the scope of complete Municipal Utility Services.

D1: Low Density Dwelling District. For single family residential uses in urban areas with complete Municipal Services. Minimum lot area = 18,000 S.F.

D2: Low Density Dwelling District. For single family residential uses in urban areas with complete Municipal Services. Minimum lot area = 13,000 S.F.

D3: Medium Density Dwelling district. For residential uses in urban areas with complete Municipal Services. Lot areas vary from 9,000 S.F. to 15,000 S.F. depending on usage.



SIDE YARD SETBACKS VARY BASED ON THE FOLLOWING ZONING DISTRICT:

- DS 10 feet
- D1 8 feet
- D2 7 feet
- D3 6 feet

### MINIMUM SETBACK REQUIREMENTS IN FEET

	DS	D1	D2	D3
FRONT YARD	50	40	35	30
REAR YARD	50	50	40	30