City of Streetsboro
Planning and Zoning Department

DETACHED ACCESSORY BUILDINGS

Zoning Certificate Application Requirements

A Zoning Certificate is required prior to building any detached structure, including pre-fab sheds. For structures exceeding 220 sq. ft., after securing the Zoning Certificate, you must apply for a building permit from the Building Department.

Online Application Instructions

1. Navigate to the Planning and Zoning Department's Applications webpage and select the link in the blue 'Apply on CitizenServe' box at the bottom of the page to access the CitizenServe portal
2. Under the Planning and Zoning section select 'Apply for a Planning and Zoning Approval'
3. Log in using your username and password *or* register to create a new CitizenServe account
4. For Project Type, select 'Shed/Outbuilding - Zoning Certificate'
5. Ensure all required and optional fields are completed as accurately as possible
6. Attach required Submittal Documents:
    a. Site Plan
    b. Rendering/Elevation of the accessory building
7. Complete digital Applicant Signature
8. The application fee is $50.00. Staff will approve your application for payment after completing the intake process. You will be notified via email once online payments are enabled.

Zoning Requirements

Please refer to Section 1151.21 (detached accessory buildings) of the Codified Ordinances of the City of Streetsboro, Ohio through the link provided or from the official city website: www.cityofstreetsboro.com. If the structure is over 220 sq. ft. a building permit is required along with the Zoning Certificate. The Planning and Zoning Department is not responsible for separate/additional requirements or approval processes of applicable homeowner associations.

Submittal Checklist

- Site Plan
    - Property Boundaries
    - Existing Building(s)
    - Location of proposed detached accessory building(s)
    - Distance of detached accessory building from property line(s), buildings, pool, etc.
    - Existing/proposed easements, setbacks, and/or riparian/wetland areas (as known)
    - Square footage of all existing and proposed detached accessory building(s)
- Rendering/Elevation of detached accessory building
    - Style
    - Material
    - Color
    - Measurements
        - Height
        - Width
        - Length

Questions

Contact Erin Myrla, Planning & Zoning Clerk, at (330) 422-2098 or emyrla@cityofstreetsboro.com