

# The City of Streetsboro Planning and Zoning Department

## DECKS

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### Zoning Certificate Application Requirements

A Zoning Certificate is required prior to constructing a deck. After securing a zoning certificate, you must apply for and obtain all required building permits from the Building Department.

#### Online Application Instructions

1. Navigate to the [Planning and Zoning Department's Applications webpage](#) and select the blue Zoning Applications 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 "**Deck - Zoning Certificate**"
5. Ensure all required and optional remaining fields are completed as accurately as possible
6. Attach required Submittal Documents:
  - a. Site Plan
  - b. Rendering
7. Complete digital Applicant Signature
8. The application fee is \$50.00. Staff will enable online payment after completing the intake process by setting the status of your application to approved for payment

#### Zoning Requirements

Refer to the relevant sections of [Chapter 11 of the CODIFIED ORDINANCES OF THE CITY OF STREETSBORO OHIO](#) for the zoning district of the property. [Zoning District map](#) can be found from the City's website. Please ensure that you access the Zoning Code and Zoning Map solely through the official website of the [City of Streetsboro](#), or from the links provided on this document (do not search via Google or other search engines). 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 and dimensions of proposed deck
  - Distance of deck from property line(s)
  - Existing/proposed easements, setbacks, and/or riparian/wetland areas (as known)
- Rendering/Elevation of deck
  - Style
  - Material(s)
  - Color(s)
  - Dimensions
    - Height
    - Width
    - Length

**Questions?** Contact Angella Fausset, Planning & Zoning Clerk at (330) 422-2098 or [afausset@cityofstreetsboro.com](mailto:afausset@cityofstreetsboro.com)