

The City of Streetsboro Planning and Zoning Department

DETACHED ACCESSORY BUILDINGS

Zoning Certificate Application Requirements

A Zoning Certificate is required prior to erecting a shed or any structure that is detached from the residence including pre-fab sheds. If the structure is larger than 220 sq ft. you must apply for and obtain all required building permits from the Building Department after securing a zoning certificate.

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 "Shed/Outbuilding - 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/Elevation of the accessory building
7. Complete digital Applicant Signature
8. Application fee is \$50.00 and will be approved for payment once Staff has completed the intake process.

Zoning Requirements

- Please refer to [Section 1151.21 \(DETACHED ACCESSORY BUILDINGS\)](#) of the CODIFIED ORDINANCES OF THE CITY OF STREETSBORO OHIO. Access the Zoning Code only through the City of Streetsboro website, www.cityofstreetsboro.com, do not search via Google or other search engines.
- If the structure is over 220 sq. ft. a building permit is required along with the zoning permit.
- 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 Angella Fausset, Planning & Zoning Clerk at (330) 422-2098 or afausset@cityofstreetsboro.com