

**DECK, PARKING LOT & DRIVEWAY EXTENTION  
ZONING CERTIFICATE APPLICATION**

Xenia Township  
8 Brush Row Rd., Xenia OH 45385  
Phone: 937-372-0859 · Fax: 937-372-3343 · www.xeniatownship.org

**PROPERTY AND CONTACT INFORMATION**

Name of Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Property: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Owner Email Address : \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
Name of Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contractor Email Address: \_\_\_\_\_

**DECK**

Location of Deck: \_\_\_\_\_ Is it attached to the house  Yes \_\_\_\_\_  No \_\_\_\_\_  
Total Deck Space: \_\_\_\_\_ sq. ft. Will it be covered  Yes  No (Must obtain addition permit if covered)  
Property Line Setbacks: FRONT \_\_\_\_\_ ft. REAR \_\_\_\_\_ ft. SIDE \_\_\_\_\_ ft. SIDE \_\_\_\_\_ ft.

**DRIVEWAY EXTENTION:**

SQ FT of Extension \_\_\_\_\_ Materials Used \_\_\_\_\_

**PARKING LOT:**

SQ FT of Parking Lot \_\_\_\_\_ Materials Used \_\_\_\_\_

- Will there be fuel storage on Temporary Parking Lots?

Other Information Required:

- ◆ Plot plan of property including existing buildings, proposed buildings, well, septic.
- ◆ Copy of construction drawings.
- ◆ The area must be staked for inspection of setbacks.

**Total Amount of lot covered by a non-permeable surface may not exceed 15% of the total area of the lot**

**FEES:**

Deck	\$30.00
Parking Lot	\$50.00
Driveway Extension	\$25.00

I hereby certify that all of the information supplied in this application and attachments are true and correct to the best of my knowledge, information and belief. I hereby consent to the inspection of the subject property and of any buildings or structures to be constructed thereon by the Township Zoning Inspector. I hereby acknowledge that I understand that if the construction or use described in the zoning certificate has not begun or been substantially pursued within one year from the date of issuance, said zoning certificate shall become null and void.

\_\_\_\_\_  
Applicant Signature Date

Email: \_\_\_\_\_  
Do you want copy emailed to Greene County Building Regulations?  Yes  No

*NOTE: REFUSAL OF THIS CERTIFICATE MAY BE APPEALED BY FILING AN APPLICATION WITHIN 20 DAYS OF DENIAL*

This application has been \_\_\_\_ **APPROVED** \_\_\_\_ **REJECTED** for issuance of a Zoning Certificate by the Xenia Township Zoning Inspector.

\_\_\_\_\_  
Xenia Township Zoning Inspector Date Time  
**\*NO REFUND WILL BE ISSUED FOR ANY REASON\***

## **Decks:**

### SECTION 509 - PROJECTIONS INTO REQUIRED YARDS:

1. Front Yard: Porches and steps may extend from the dwelling into the required front yard a maximum of ten (10) feet.
2. Rear Yard: Additions such as family rooms, sunrooms, covered porches may extend into the rear yard a maximum of fifteen feet.
3. Side yard: Open structures such as porches, balconies, decks, platforms, carports and covered patios, shall be considered a part of the building to which attached and shall not project into the required minimum side yard.

## **Driveway Extension:**

**\*You may only place your driveway on the property line if you are able to properly maintain it. You may only go over the property line with written permission from property owner.**

### 523.10 Driveway Standard Regulations

1. All driveways shall be constructed and subsequently maintained to meet the following standards.
  - a. A driveway must commence at a dedicated road.
  - b. Shall be a minimum width of 12 feet constructed with a base substantial enough to support vehicles to 40,000 lbs. gross vehicle weight (GVW);
  - c. Free from overhead obstructions to a height of 13 feet 6 inches and side-to-side obstructions to a width of 7 feet from the center line of the driveway;
  - d. Any incline, decline, dip, hump and/or curve must take into consideration the turning radius, ground clearance, and traveling envelope of all vehicles to include emergency vehicles.
2. Any driveway in excess of 1000 feet in length shall, in addition to the conditions/standards outlined in section A, be required to also meet the following conditions:
  - a. Have a vehicle pull-off near the mid-point, and additional pull-offs for every 500 feet thereafter;
  - b. Have a turnaround at the end suitable for use by emergency vehicles;
3. Should Greene County Soil & Water recommend a culvert, pipe or bridge; no zoning permit will be issued until recommendations are completed. It is recommended that a pre-manufactured culvert, pipe or bridge be used. If a custom design is used, then it must be designed by a professional engineer and approved by the Township before construction.

## **Parking Lots:**

**See to pages 86-89 in Xenia Township Zoning Regulations manual for specific guidelines for your parking lot**