

Village of Middlefield, Ohio

Permit Process for Small Residential Projects

Additions ✦ Remodeling ✦ Garages ✦
Decks ✦ Patios ✦ Accessory Buildings
(Sheds) ✦ Fences ✦ Swimming Pools

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Permits Required

No building or other structure shall be erected, moved, added to, structurally altered, and no building, structure or land shall be established or changed in use without a Zoning Permit issued by the Zoning Inspector. This includes the projects listed in this brochure. Zoning Certificates shall be issued only in conformity with the provisions of the Zoning Code unless the Zoning Inspector receives a written order from the Board of Zoning Appeals which directs him to the contrary, based upon an appeal, conditional use or variance granted by the Board of Zoning Appeals.

Application Process

An application form for the necessary permit may be obtained from the Village of Middlefield's office or from the Village's website at: www.middlefieldohio.com. Fill in all of the information on the form and include a site plan, building construction plans and all permit fees. Other plans or documents may be required, depending on the type of project. Submit the application and associated documents to the Village Offices. All submittals will become a part of the Villages records and will not be returned. Applicants should keep a copy for their records.

Failure to submit complete information or documentation may delay the application review process. The permit may be issued within 15 days provided the application complies with all of the zoning ordinances.

Additions / Remodeling & Garages

An addition to a house or the construction of a garage is considered to be part of the house; therefore, both the existing house and the proposed construction must meet all of the current zoning requirements, including setbacks. Setback requirements are the minimum distances allowed between the property line and structure. Setback requirements vary for each yard (front, side, and rear) and also vary from one zoning classification to another. You may contact the zoning inspector for the setback information in your neighborhood.

If the proposed construction does not meet the current zoning requirements then it will need to be relocated or if there is a hardship to meet the requirements a variance from the zoning requirements may be applied for from the Board of Zoning Appeals.

Decks & Patios

An open uncovered porch, paved terrace, patio, or other similar outdoor living area which is an integral part of the dwelling may project into the required rear yard provided rear yard is not reduced to less than 20 feet as a result of the projection and the side yard is not reduced to less than eight (8) feet as a result of the projection. An open, uncovered porch or paved terrace patio or other similar outdoor living area which is an integral part of the dwelling, may project into a required front yard for a distance of not more than ten (10) feet, but this shall not be interpreted to include or permit fixed canopies. A sketch plan must be provided with the application showing the location and dimensions of the existing and proposed structures, along with the dimensions between the structures and the property lines so the setback requirements can be verified. As of May 1st, 2007 the County requires you obtain a building permit for residential decks prior to construction. The Geauga County Building Department can be contacted at 440-834-1856

Accessory Buildings (Sheds)

No accessory building shall be erected in any required yard, other than a rear yard. No accessory building shall occupy more than thirty (30) percent of the required rear yard. An accessory building may be erected eight (8) feet from the interior side lot line, and four (4) feet from the rear yard line. The height of an accessory building shall not exceed fifteen (15) feet and the distance of such building from other principle buildings on the same or adjacent lot shall be at least ten (10) feet. A sketch plan must be provided with the application showing the location and dimensions of the existing and proposed structures, along with the dimensions between the structures and the property lines so the setback requirements can be verified.

Fences

Fences, walls or hedges permitted may be located on the property line between abutting properties, if the abutting property owners agree on its location. If such fence wall or hedge is needed by one owner, but the abutting property owner disagrees with its location, it may be constructed, but shall be located at least three feet within the property line in order that it may be maintained in good condition at all times. The space between such wall, fence or hedge and the lot line of the adjoining premises shall be landscaped with grass, hardy shrubs or evergreen ground cover and maintained in good condition. Fences permitted in residential districts are as follows: Mesh or decorative fence not over four feet high - Opaque material fence or wall not over four feet high - Hedges or shrubs under four feet high. A sketch plan must be provided with the application showing the location and dimensions of the existing and/or proposed fence.

Swimming Pools

Portable swimming pools with a diameter of less than twelve feet or with a water surface area of less than 100 square feet are specifically exempt from zoning regulation. Any in-ground swimming pool, less than four feet above grade shall be enclosed by a wall or fence constructed so as to prevent access by small children. Such wall or fence shall be not less than five feet in height, maintained in good condition, and affixed with an operable gate and lock.