

C I T Y O F T R O T W O O D , O H I O



TROTWOOD

**Planning & Development
Handbook**



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Dear Community Investor,

The City of Trotwood is committed to providing responsive service to its residents, businesses, and developers in the review of development applications. Whether you are planning a modest improvement to your property or a major development project, your plans to build in our community are important to us.

In furtherance of its responsibility to protect the general health, safety, and welfare of its citizens, the City of Trotwood has established, by ordinance, certain requirements, which must be met before moving forward with each particular plan.

To assist you in meeting these requirements, the City of Trotwood Planning & Development Department has assembled this easy reference handbook that outlines, in general terms certain pertinent code and permit requirements, which may be applicable to your particular situation. The handbook is not designed to advise you as to particular matters. While we have attempted to provide as comprehensive a guide as possible, the book does not include all of the requirements of the development review process.

For more information please visit www.trotwood.org/planning_zoning_tools.php. Specific questions regarding the permitting process or material in this handbook should be referred to our Planning & Development staff at (937) 854-7218 or cdaugherty@trotwood.org.

Sincerely,

Michael J. Lucking
City Manager

Overview



In 1996, the City of Trotwood merged with its neighbor, Madison Township. Today, the Trotwood represents the second largest land area in Montgomery County with over 28 square miles, and home to the County's fourth largest population with nearly 25,000 people.

Trotwood is a progressive

and growing community, governed by a Council/City Manager form of government. The City of Trotwood's administrative offices provide assistance to homeowners, business owners, developers and contractors. It is the City's goal to achieve safe and high-quality development within the community.

Ordinances/Codes

For the City of Trotwood's complete Code of Ordinances please visit www.conwaygreene.com/trotwood.htm.

Zoning Ordinance

This ordinance regulates land use and development within the City of Trotwood. Zoning regulations protect property values by ensuring that new development is compatible with the surrounding community and that it maintains the character of established neighborhoods. Every application for a building permit is reviewed to make sure it complies with the City's zoning ordinance. The City has 18 different zoning district classifications. Each has regulations controlling the amount of property required for building, building size and location of the lot, off-street parking, signs and other environmental, health and safety standards. These regulations also govern the screening of commercial property and other neighborhood concerns for new construction.

Building Codes

These codes set minimum construction standards for new buildings, as well as for additions to, and remodeling of existing buildings. Every building permit is reviewed to ensure compliance with the appropriate building code. One, two and three-family structures are governed by the City's Building Code, which is based on the Ohio Building Officials' Association (OBOA) code. The Ohio Building Code (OBC) is a statewide commercial building code that governs other buildings. In addition to building construction, these codes set minimum standards for plumbing, electrical, heating, fire protection and ventilating systems. Copies are available online, in most libraries and at the City's Planning & Development Department. The City's Building Administrator is certified by the State of Ohio to monitor building construction and building safety.

Property Maintenance Code

This code sets minimum standards for the upkeep of businesses, houses, yards and vacant lots. Its standards were established to prevent blighting effects of substandard structures and premises, and also help to protect the value of surrounding properties and to eliminate hazardous conditions. Property Maintenance Standards are regulations that prescribe good manners in dealing with our neighbors. Ways in which properties can affect our neighbors include whether or not properties are clean or littered, the paint on houses is sound or peeling, and lawns are mowed or left uncut. For more information please call the City's Code Enforcement Department at (937) 854-7227.

Fire Code

This code was established to promote safety. Local ordinances have incorporated the Ohio Fire Code and all Referenced National Fire Protection Association Standards. The Fire Code regulates the safe occupancy and operation of businesses, places of assembly and multifamily residential developments. The City's Fire/EMS Department will assist with any fire safety questions, and can be reached at (937) 854-7270.



Zoning Issues

To help resolve issues involving the City's Zoning Ordinance, and to assist with community development Trotwood City Council has established two citizen groups, the Planning Commission, and the Board of Zoning Appeals (BZA). The Planning Commission reviews and has the authority to approve new subdivisions, and handles rezoning requests and Planned Unit Developments (PUDs). The BZA hears requests for variances to the Zoning Code. Decisions of either group may be appealed to the City Council. The Planning Commission meets the fourth Tuesday of every month at 6:00 p.m., and the Board of Zoning Appeals meets the fourth Thursday of every month at 6:00 p.m., both at the Trotwood Community Center, 4000 Lake Center Drive. Minor zoning issues may be resolved by the Zoning Administrator, whose job it is to enforce, review and make determinations involving Zoning Code compliance.

Conditional Uses

A conditional use is a use permitted in a particular zoning district, if it can be shown that such use in a specified location will comply with all the conditions and standards for the location or operation of such use, as specified in the zoning ordinance. The BZA is responsible for determining the merits of an application for a conditional use permit, and in doing so may approve, conditionally approve, or deny such an application.



Variances

Variances are justifiable alternatives to the City's Zoning Ordinance, and are reviewed, granted or denied by the BZA. Variances are typically requested for exceptions to buildings size requirements, setbacks to property lines, sign sizes, etc. The Planning & Development Department may consider minor variances.

Planned Unit Developments

Planned Unit Developments (PUDs), are land development projects comprehensively planned as a single entity contained within a defined geographical area. PUDs involve residentially or commercially zoned tracts of land and tend to promote a greater provision for open space, a mixture of housing types and land uses, and the preservation of significant natural features. A PUD requires a property owner to establish a plan for the property, to ensure that the land is developed in a visually organized manner, even though the site may be developed in different stages over several years. By intent of the City's Zoning Ordinance no minimum acreage requirement has been established for a PUD. Approval of a PUD requires a public hearing before the City's Planning Commission so that citizens, the commission, and staff can offer input. The Planning Commission then approves the PUD as submitted, and approves it (with conditions) or denies it. Applicants have up to 30 days to appeal a Planning Commission decision to Trotwood City Council.

Certificate of Zoning Compliance

Prior to: the occupancy or use of any newly erected building or structure; the continued occupancy of an altered, reconstructed or enlarged building or structure; or to a change in ownership or change of business; the property owner must request a Certificate of Zoning Compliance. The Zoning Administrator will issue a Certificate of Occupancy when any improvement (new building, addition, etc.) is successfully completed and it can be demonstrated that the structure and its proposed use conforms with the information contained in an approved zoning permit application.



Permits

What a Permit Is

A permit is a license between the City and the applicant. The application must explain (in detail) the work to be done, which often requires construction drawings. If the work conforms to City codes a permit will be issued (although additional information or corrections may be required prior to approval. The person receiving the permit is responsible for the work being properly executed. A permit fee must be paid prior to permit issuance. The issued permit is an authorization to begin work, and any condition or special restrictions will be noted. Because changes to the approved plans may not be automatically approved applicants should check with City staff before starting work. Required inspections will be listed on the permit. Depending on the size of the job and clarity of the drawings it may take 10 to 15 working days to receive a permit.

The Need For Permits

Permits provide uniform minimum standards for construction, repair, alteration, and maintenance of buildings and structures. A permit shall be obtained before work begins to ensure that the work meets City standards and is inspected by state certified inspectors. Permits are required for all construction, zoning compliance, and any new or replacement plumbing, heating, air conditioning, electrical work, fire protection, sign installation, drive approaches, curb cuts, sidewalks, storm water, and water and sewer improvements.



How to Get a Permit

The property owner or their agent, such as a contractor, architect, or engineer can apply for a permit. An exception to this rule is with plumbing work. Only a currently licensed master plumber, or the property owner doing the work in their single-family residence may apply for plumbing permits. Landlords cannot secure plumbing permits. The person receiving the permit has responsibility for the work to be properly completed.

Where to Get a Permit

Zoning Permits can be obtained at the City's Planning & Development Department, 3035 Olive Road, Trotwood, Mon.-Thurs. 8:00 a.m.-5:00 p.m., Fri. 8:00 a.m.-Noon; or by calling (937) 854-7218, email cdaugherty@trotwood.org. Residential Building, Mechanical (air conditioning and furnaces) and Gas Line Permits can also be obtained at the City's Building Administration Department, by calling (937) 854-7227 or emailing sadams@trotwood.org. Most Permits can also be found online at www.trotwood.org/ZoningPermits.php.

Plumbing and electrical, as well as septic permits may be obtained at the Montgomery County Building Regulations Department, 451 West Third Street, Dayton, or by calling (937) 225-4622, emailing wycoffm@mcchio.org or visiting www.mcoho.org.

Commercial building permits may also be obtained (once a zoning permit has been obtained) at the Montgomery County Building Regulations Department.

Drive approaches, curb cuts, sidewalks, and most water and sewer permits may be obtained at the City's Public Works Department, 2400 Olive Road, Trotwood, Mon.-Thurs. 7:30 a.m.-4:30 p.m., Fri. 7:30-11:30 a.m.; or by calling (937) 837-1702 or emailing todenigbo@trotwood.org.



Permits

Where to Get a Permit *(cont.)*

Water and sewer permits are not always obtained from the City's Public Works Department. Service may be provided by Montgomery County, water by the Jefferson Regional Water Authority or (in a non-service area) via septic tanks and wells. The latter is reviewed by the Montgomery County Health Department. To determine which applies call (937) 837-1702 or email todenigbo@trotwood.org.

To obtain a Fire Department Review, applicants must first submit plans to the Montgomery County Building Department for review and inspection. Then Montgomery County will deliver a submitted set of plans to the Trotwood Fire/EMS Department for compliance review. Fire inspections are required for the above referenced projects prior to Montgomery County issuing an occupancy permit. If the scope of work does not require permits, a fire inspection will be needed prior to occupancy. To learn more call Trotwood Fire/EMS at (937) 854-7270 or email ttripp@trotwood.org.

When Permits Require Drawings

Drawings and specifications (drawn to scale and with dimensions) that effectively describe the project being built must be submitted to the City of Trotwood. The City requires these drawings be as specific as possible on the details of the construction (see also Building Permit Drawings). After final plan review, City staff will return one marked set of drawings.

Building Permit Drawings

The following page features a list of items normally included in a set of construction drawings. This list is not applicable to every construction project, but it is provided here as a guide to help create or review drawings prior to applying for a building permit.

All permit drawings require the name, address and phone number of the person responsible for the drawings.

Permit Drawings Criteria

- 1) The first sheet should include an index of all drawings provided. Plans for commercial permits should include the use group, construction type, and area of the project.
- 2) Supply a Site Plan that includes:
 - the dimensions of the lot and the location of buildings on the lot;
 - location of right-of-ways and easements as they exist on the lot;
 - distances between buildings or structures must be indicated, along with the location of any overhead or underground utilities, driveways, parking spaces, proposed site grading, and drainage improvements;
 - proposed landscaping, location of fire hydrants, and lighting improvements must be provided.
- 3) Provide Floor Plans of all floors, including basements. To be complete, floor plans should indicate door swings and sizes, stairs, ramps, windows, and shafts.
- 4) Supply Elevation Drawings as needed to describe exterior work. If necessary, provide floor-to-floor dimensions.
- 5) Provide Wall Sections and details necessary to describe wall, ceiling, floor and roof materials and construction.
- 6) Supply Structural Information including material grades, spacing and sizes, and a list of all the design assumptions. Trusses or pre-engineered materials require professional certification or certification by the manufacturer indicating design assumption and installation requirements. Provide a detail of any significant connections.
- 7) Provide Full Description of the plumbing as well as mechanical and fire protection systems. Manufacturer's installation instructions need to be provided to the inspectors to approve placement, connection, and venting of any unit.
- 8) Supply any other information that is necessary to describe the proposed work. All drawings should be drawn to scale.

Types of Permits

Zoning Permits

Permits and inspections are required for:

- New construction, including additions
- Signs: permanent, temporary, special events
- Fences
- Covered patio slabs, decks, enclosures
- Pools
- Garage sales

Building Permits

Permits and inspections are required for:

- Residential construction work: this includes new houses, garages, sheds, pools, patio covers, enclosures, decks, porches, fireplaces, carports, retaining walls, room additions, remodeling, and structural repair.
- Building removal or demolition
- Alterations regulated by the Building Code
- Fire damage repair

Heating Permits

Permits and inspections are required for new installations or the replacement of:

- Heating
- Air Conditioning
- Wood stoves
- Fireplaces
- Solar heating systems
- Boilers

Sign Permits

The City requires a zoning permit for all new signs. A modification to an existing sign that changes the sign area, height, length, or location also requires a zoning permit. A zoning certification is requested for temporary special event signs.

Requirements for sign permits:

- A site plan illustrating the dimensions of the property where the proposed sign will be located, the location and width of all public entrances, driveways, and parking lots, length of the building front, and the location of the sign relative to the property line.
- An elevation drawing of the proposed sign and a detail showing its mounting structure, including all dimensions related to the sign areas and height.
- A description of all existing signs on the respective site.

Exception:

Temporary special event signs require only the dates of the event, the sign setback, and an elevation drawing illustrating the sign's size, type, height, and supporting structure.



www.Trotwood.org



Code Violations

Field inspectors investigate all inquiries and complaints concerning code and ordinance violations. An inspection can be requested by writing to or visiting the Trotwood Government Center, 3035 Olive Road, Trotwood, OH, 45426; by calling (937) 854-7227 or emailing sadams@trotwood.org.

When code violations occur, the inspector works to resolve the complaint or nuisance by personally talking with the property or business owners or by official notice. If this does not resolve the problem, the inspector may serve a legal notice that, if not complied with could result in charges being filed in municipal court. The City strives to resolve complaints and ensure compliance as quickly as possible. While residents or business operators may become frustrated by a particular situation, the City cannot facilitate the settlement of all violations. In some cases the City does not have jurisdiction over a particular complaint or nuisance such as a property line dispute. In those cases, the property owner may need to resolve the problem through civil action. City staff investigates all complaints, whether or not an inspector can resolve it. If the problem cannot be resolved, a referral to other agencies will be made.

Assistance

For assistance please contact the City's Planning & Development Department at (937) 854-7218 or cdaugherty@trotwood.org. City staff will schedule an appointment with a City inspector. Although the inspectors cannot make any recommendations regarding design or economic feasibility, they will answer specific questions about code provisions.

Copies of the City's Building, Zoning, and Property Codes can be purchased from the Planning & Development Department.

Inspectors are available for questions and consultations, and can be reached in their offices during regular business hours. Inspections must be scheduled at least a day in advance. Special inspections, which may involve an additional fee, are available upon request.

Planning and Zoning

PC = Planning Commission
BZA = Board of Zoning Appeals

Item	Applicability	Initial Step	Approval Process	Comments
Subdivision (minor)	When splitting a piece of land into fewer than 5 lots.	Contact the Department of Planning & Development. Submit a survey and legal description.	Staff review & recommendation for PC. Process time is approx. 30 days from submittal deadline (1st of the month).	Public hearing not required. Additional right-of-way may be required.
Subdivision (major)	When subdividing a parcel of land into 5 or more lots.	Contact the Department of Planning & Development. Submit a preliminary plan detailing lot and street layout. Record plan required.	Staff review & recommendation for PC and City Council. Process time is approx. 60 to 75 days from submittal deadline.	Process includes (2) two steps: 1.) Preliminary to PC and City Council 2.) Final to PC. Right-of-Way required.
Rezoning	When the proposed use of land is not consistent with the permitted uses of the district.	Contact the Department of Planning & Development. Submit site plan and pertinent details.	Staff review & recommendation for PC and Council. Process time is 60 to 75 days from submittal deadline.	Rezoning is only considered applicable if the proposed use is compatible with the City land-use plan.
PUD (Rezoning)	When an applicant cannot satisfy the lot requirements and/or land use of the residing zoning district.	Contact the Department of Planning & Development. Submit site plan/record plan.	Staff review and recommendation for PC and Council. Process time if 60 to 90 days.	Process includes two (2) steps: 1.) Preliminary plan to PC and City Council. 2.) Final to PC
Variance	When an applicant cannot comply with the strict terms of the zoning ordinance.	Contact the Department of Planning & Development.	Staff review and recommendation to BZA. Process time is approx. 30 days from submittal deadline.	Variance is not applicable for use of land.
Conditional Use	When an applicant proposes a use of land, which falls under conditional use approval.	Contact the Department of Planning & Development.	Staff review & recommendation to BZA. Process time is approx. 30 days from submittal deadline.	None
Zoning permit and certificate	Applied for and issued concurrently with the residential building permit. A requirement when erecting or constructing any type of building, structure or addition.	Contact the Department of Planning & Development.	Staff review and approval. Process time for zoning permit is 5 to 7 days.	The zoning permit allows for the use. The certificate is a final document of occupancy.



TROTWOOD

Trotwood Government Center

3035 Olive Road, Trotwood, OH 45426-2600

Phone: (937) 854-7218 • Fax: (937) 854-0574

www.Trotwood.org

Trotwood City Council

Mayor Joyce S. Cameron

Vice-Mayor Rap Hankins, *Ward 2*

Councilwoman Barbara J. Staggs, *At Large*

Councilman Bruce D. Kettelle, *At Large*

Councilwoman Nicole Johnson, *Ward 1*

Councilman Ronald Vaughn, *Ward 3*

Councilwoman Mary A. McDonald, *Ward 4*

Important Phone #s

City Planning & Development....(937) 854-7270

City Building Administration.....(937) 854-7227

City Code Enforcement(937) 854-7227

City Fire/EMS(937) 854-7270

City Public Works..... (937) 837-1702

County Building Regulations(937) 225-4622

