

FREQUENTLY ASKED QUESTIONS (FAQs):

Most forms can be found on our website. From the Home page, click “Forms” then “Zoning Department Forms” and look for “Downloadable Documents”

CALL BEFORE YOU DIG! Always call Ohio Utilities Protection Service (OUPS) 8-1-1

What is needed if I’m building a new house:

On our website under ‘Downloadable Documents’ is a category called “New House Packet – Zoning” where you should be able to download and print the documents needed to build a new home. All of these documents are required prior to construction and should be provided to the Zoning Inspector. PLEASE DO NOT STAPLE DOCUMENTS.

1. Right of Way Permit:
 - A. If the house will be on a township road, contact the Liberty Township Road Department Supervisor at Liberty Township 740.564.7799.
 - B. If the house will be on a county road, contact the Fairfield County Engineer’s Office at 740.652.2300.
 - C. If the house will be on a state road, contact the Ohio Department of Transportation (ODOT) at www.transportation.ohio.gov
2. Zoning Permit (NOTE: Home must be at least 1,350 square feet [**Section 10.1**].)
3. Check or money order made payable to Liberty Township = \$1,000.00
4. Drainage, Erosion, and Sediment Control (DESC) Permit Application (3 page)
5. Acknowledgement of DESC as Related to Zoning Compliance (1 page)
This document needs the signatures of both the homeowner and the builder.
6. Sketch including dimensions and location of the home (due to property setbacks)
7. Letter from the Fairfield County Engineer’s assigning address to the home/property
8. Paperwork from the Fairfield County Health Department with a Well Permit number assigned

9. Paperwork from the Fairfield County Health Department with a Septic Permit number assigned
10. Legal Survey/Plot of the parcel document
11. Legal Description document
12. Is it in a Flood Plain? If yes, a permit from the Fairfield County Regional Planning Commission (RPC) is needed.
13. Once the Zoning Inspector has received items 1-12 above, you will be contacted. If your permit has been approved, you will be given a Zoning Permit (orange in color) Sign which shall be visible at all times during construction.
14. Once the home is completed, prior to occupancy, an Application for Certificate of Zoning Compliance is required to be completed and returned to the Liberty Township Zoning Inspector.

What is needed prior to excavation of a driveway:

1. Zoning Permit (PLEASE DO NOT STAPLE DOCUMENTS.)
2. If the property is on a county or state road, no exchange of money is needed. If the property is on a township road, a check or money order is needed made payable to Liberty Township in the amount of \$100.00.

If the driveway is on a township road and will be concrete/cement, an additional permit (Application for Concrete Driveway Permit) is required along with an additional \$200.00 non-refundable fee.
(Liberty Township will fill the void between the driveway and road.)

3. Drainage, Erosion, and Sediment Control (DESC) Permit Application (3 page)
4. Sketch including dimensions and location of the driveway (due to setbacks)

NOTE:

A driveway must be at least 3 feet from property lines.
Setbacks are 60 feet from right of way and 90 feet from the center of the road.

What is needed if I'm building a deck/gazebo/porch/patio/ pergola:

1. Zoning Permit (PLEASE DO NOT STAPLE DOCUMENTS.)
2. Check or money order made payable to Liberty Township = \$150.00
3. Drainage, Erosion, and Sediment Control (DESC) Permit Application (3 page)
4. Sketch including dimensions and location of item being built (due to setbacks)

What is needed if I'm installing a fence [Section 10.5]:

(A fence CAN sit ON your property line.)

1. Zoning Permit (PLEASE DO NOT STAPLE DOCUMENTS.)
2. Check or money order made payable to Liberty Township = \$50.00
3. Drainage, Erosion, and Sediment Control (DESC) Permit Application (3 page)
4. Sketch including dimensions and location of the fencing (due to setbacks)

NOTE:

Fencing cannot exceed 4 feet in height in front of the home.

Fencing cannot exceed 6 feet in height from the side/rear of the home.

Fencing cannot exceed 8 feet in height for a 'patio' enclosure.

Do I need a permit for an above-ground swimming pool?

No

What is needed if I'm installing an in-ground swimming pool [Section 10.4]:

(No permit is needed for an above-ground pool.)

1. Zoning Permit (PLEASE DO NOT STAPLE DOCUMENTS.)
2. Check or money order made payable to Liberty Township = \$50.00
3. Drainage, Erosion, and Sediment Control (DESC) Permit Application (3 page)

4. Sketch including dimensions and location of the swimming pool (due to setbacks)

What is needed if I'm installing stand-alone solar panels [Section 10.15]:

(No permit is needed for solar panels being installed on the roof of your property.)

1. Zoning Permit (PLEASE DO NOT STAPLE DOCUMENTS.)
2. Check or money order made payable to Liberty Township = \$300.00
3. Drainage, Erosion, and Sediment Control (DESC) Permit Application (3 page)
4. Sketch including dimensions and location of the solar panels (due to setbacks)

What is needed for an addition to my home:

1. Zoning Permit (PLEASE DO NOT STAPLE DOCUMENTS.)
2. Check or money order made payable to Liberty Township = \$500.00
3. Drainage, Erosion, and Sediment Control (DESC) Permit Application (3 page)
4. Sketch including dimensions and location of the addition (due to setbacks)

What is needed for an accessory structure/barn, etc. (250 sq. ft. or less) [Section 10.3]:

1. Zoning Permit (PLEASE DO NOT STAPLE DOCUMENTS.)
2. Check or money order made payable to Liberty Township = \$150.00
3. Drainage, Erosion, and Sediment Control (DESC) Permit Application (3 page)
4. Sketch including dimensions and location of the structure (due to setbacks)
5. Affidavit – Accessory Use – Accessory Structure form (must be notarized)

What is needed for an accessory structure/barn, etc. (more than 250 sq. ft.) [Section 10.3]:

1. Zoning Permit (PLEASE DO NOT STAPLE DOCUMENTS.)
2. Check or money order made payable to Liberty Township = \$300.00
3. Drainage, Erosion, and Sediment Control (DESC) Permit Application (3 page)
4. Sketch including dimensions and location of the structure (due to setbacks)
5. Affidavit – Accessory Use – Accessory Structure form (must be notarized)

Miscellaneous Accessory Structure Information:

On lots less than 5.01 acres, ONE accessory structure, not to exceed 2400 square feet, is permitted. You can also have one “shed” that is not more than 160 square feet (10 x 16).

On lots 5.01 acres or larger, TWO accessory structures, not to exceed 3200 square feet, are permitted. You can also have a “shed” that is not more than 160 square feet (10 x 16).

Miscellaneous Road Frontage and Setback Requirements [Sections 9.2 and 10.1 and 10.2]:

2.00 or equal to 4.99 acres requires a minimum of 175 feet of road frontage.

5.00 and less than or equal to 14.99 acres requires a minimum of 300 feet of road frontage.

15.00 acres and more requires a minimum of 60 feet of road frontage.

Minimum front yard setback is 60 feet (from edge of Right of Way or at least 90 feet).

Setback from center of the road is 90 feet.

Minimum rear yard setback is 50 feet.

Minimum side yard setbacks are 15 feet.

Culvert Requirements:

Minimum of 30 feet long

Minimum Diameter of 12 inches

Steel pipe needs to be ¼ inch thick

HD Storm Drain

Steel Reinforced Concrete

Do I need a permit for a roof?

No.

Do I need a permit to replace a well or septic system?

Not from Liberty Township but you DO need to contact the Fairfield Health Department at 740.652.2800

Do I need a permit to replace a building that has fallen down?

Contact the Zoning Inspector for specific information at 740.564.6108.

If I already have agriculture on my property can I put something else agricultural related?

Contact the Zoning Inspector for specific information at 740.564.6108.