



Hamilton County, OH

8540 Kenwood Road  
Sycamore Twp, OH  
45236-2010  
PH (513) 791-8447  
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**PLEASE READ: SYCAMORE TOWNSHIP ZONING INSPECTION INFORMATION**

Dear Property Owner and Applicant,

This letter is to advise anyone who receives a zoning permit to call the office of Planning and Zoning for a foundation and final inspection. New construction of additions, new homes and commercial buildings must be **inspected when foundations** are ready to be poured. Any new signs must be **measured prior to installation**. This will avoid any potential problems in the future for both the Township and the property owner/applicant.

**To schedule an inspection, please call (513) 792-7252.** A 24-hour notice is requested.

Inspections will primarily be done between 9am and 3pm Monday through Friday, but special circumstances can be coordinated with the Zoning Official.

Any structure or landscaping installed in an easement is done at the property owner's risk. If the owner or user of the easement (the County, utility company, etc.) needs to gain access to the easement **for any reason**, the structure or landscaping can be removed and likely destroyed and will be done so **without any reimbursement to the property owner**. The property owner is responsible for all costs associated with the repair or replacement. The intent of this memorandum is to provide **clarification** to anyone considering construction over an easement and to answer any question prior to any future mishap.

The location and depth of all underground utilities should be determined at least 48 hours but no more than 10 working days prior to the start of any work. For utility locations, please contact Ohio Utilities Protection Service (OUPS) at 811 or 1-800-362-2764.

**All construction containers and materials such as gravel, mulch etc. must be on a paved surface on private property. Obstructing roadways and/or sidewalks in Sycamore Township is prohibited.**

Thank you in advance for your compliance.

Harry L. Holbert Jr.  
Sycamore Township Zoning Official  
(513) 792-7252

[hholbert@sycamoretownship.org](mailto:hholbert@sycamoretownship.org)

Sycamore Township Zoning Office Hours: Monday – Friday 8am to 4:30pm

TRACK YOUR PERMIT ONLINE USING ezTRAK ONLINE SERVICES <http://cagis.hamilton-co.org/opal/>