

Infill Housing Overlay District

Applicant Checklist and Step-by-Step Process Guide

The Infill Housing Overlay District (Chapter 1162) allows an eligible vacant residential lot in an R-1 or R-2 zoning district to be developed administratively, without a public hearing or Planning Commission review, using either a pre-approved building plan or a plan you submit yourself. This guide walks through the process from checking eligibility to receiving a decision.

Step 1: Confirm Your Lot Is Eligible

Your lot must meet all of the following to qualify for the Infill Overlay:

Located within an R-1 or R-2 Residential Zoning District

A legally established lot of record created and recorded before this Chapter took effect

Not created through a subdivision, replat, or lot split after this Chapter took effect

Vacant, or otherwise available for the construction of a principal residential structure

Served by, or able to be served by, public water and sanitary sewer where the City requires it

Step 2: Know What You Can Build

One single-family detached dwelling: permitted in R-1 or R-2

One two-family dwelling: permitted only where the underlying zoning is R-2

Only one principal dwelling is allowed per lot; no other building types qualify under this Chapter

Step 3: Choose a Building Plan Pathway

Pick one of two ways to move forward:

Option A: Pre-Approved Plan	Option B: Your Own Plan
Choose a plan already reviewed and listed in the City's Plan Registry. Faster review since the building design is already vetted.	Submit your own residential building plan. It must meet all Chapter 1162 standards and applicable building codes.

Note: If you later change a pre-approved plan in a way that materially alters the footprint, height, structural system, or life-safety elements, the pre-approval is void until the change is re-approved by the City and the Southeast Ohio Building Department (SEOBD).

Step 4: Understand the Modified Development Standards

The Overlay relaxes certain standard zoning rules for eligible lots:

Lot size: minimum lot area, width, and depth requirements do not apply to an eligible existing lot. This does not allow you to create a new lot, split a lot, or add a second principal dwelling.

Setbacks: front, side, and rear setbacks may be reduced by up to 50%, but the front setback cannot be less than the average front setback on your block face, cannot encroach on an easement or right-of-way, must meet fire separation and life-safety standards, and cannot cross a property line.

Lot coverage: maximum building coverage limits do not apply, but all stormwater management, drainage, and erosion control rules under Chapter 1137 still apply, and impervious surface may still be limited to meet those rules.

Step 5: Submit Your Application

Infill Overlay Zoning Application, noting whether you are using a Pre-Approved Plan or your own submitted plan

Building permit application to the Southeast Ohio Building Department (SEOBD), using your proposed building plan

Step 6: City Review (Staff/Zoning Official)

This step is handled by City staff, not the applicant. The Zoning Official checks only:

- Lot eligibility under Step 1
- Availability of required utilities and access
- Compliance with floodplain and environmental regulations
- Whether the submitted plan matches the application and meets Chapter 1162 and all other applicable codes

Because review is limited to these objective standards, no public hearing and no Planning Commission action is required at this stage.

Step 7: Receive a Decision

Approved: If all standards are met, the Zoning Official approves the zoning permit administratively.

Denied: If one or more standards are not met, the Zoning Official issues a written denial identifying the specific standards that were not satisfied.

Step 8: Complete Remaining Permits and Build

Approval under this Chapter does not replace any other required permit or inspection. You are still responsible for all applicable building, fire, utility, and floodplain requirements before and during construction.

If Denied: How to Appeal

You may appeal a denial under Chapter 1129. On appeal, the Planning Commission only decides whether the Zoning Official correctly applied the objective standards in Chapter 1162. Aesthetic preferences or general neighborhood objections are not considered.

Good to Know

- Using the Infill Overlay is not a rezoning, variance, special use, or conditional use approval.
- Pre-approved plans in the Plan Registry can expire or be removed if codes change or safety concerns arise. This does not affect a permit already issued to you.
- Development under this Chapter is not treated as increasing any existing lawful nonconformity, and it does not allow expansion of a nonconforming use.

This guide summarizes Chapter 1162 of the City of Belpre Planning and Zoning Ordinance for general reference. The full chapter text governs in the event of any difference.