

**ZONING PERMIT APPLICATION**

**Permit#** \_\_\_\_\_

Property description (address) \_\_\_\_\_

**General Information:**

Applicant \_\_\_\_\_ Day Phone# \_\_\_\_\_

Address \_\_\_\_\_

Owner of Record (attach affidavit if not applicant)

Name \_\_\_\_\_ Day Phone# \_\_\_\_\_

Address \_\_\_\_\_ Day Phone# \_\_\_\_\_

Email address \_\_\_\_\_

**Property information**

Zoning District \_\_\_\_\_ Current Land Use \_\_\_\_\_ Tax Map Page# \_\_\_\_\_

Lot # \_\_\_\_\_ Lot Size/sq.ft. \_\_\_\_\_ Street frontage (public or private) \_\_\_\_\_ feet

Proposed number of stories \_\_\_\_\_ Proposed height \_\_\_\_\_

**Lot coverage (include all structures and impervious surfaces):**

Existing \_\_\_\_\_ sq.ft. + proposed \_\_\_\_\_ sq.ft. = \_\_\_\_\_ total sq.ft.

Divided by \_\_\_\_\_ lot sq.ft. = \_\_\_\_\_ % lot coverage.

Source of size information ( ) Deed, ( ) Survey, ( ) Tax Map, ( ) Other. If other, explain \_\_\_\_\_

Describe proposed new use(s) and or structure(s) \_\_\_\_\_

Dimensions or areas of proposed new structures(s) or new uses(s): \_\_\_\_\_

Estimated starting date \_\_\_\_\_ Estimated completion date \_\_\_\_\_

Attach a site plan that clearly indicates the location of the structure or use, distance to all property lines, and all other information as specified on the zoning permit application checklist or in the land development code. Provide an explanation for any items not submitted.

I certify that the information on this application is true and correct. I agree to abide by all the rules and regulations as specified in the Land Development Code and any conditions placed upon approval of this application.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Landowner (if different) \_\_\_\_\_ Date \_\_\_\_\_

**Staff Action**

Date Received \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Explain (if denied) \_\_\_\_\_

Other approvals, if any (note type/attach other signed approvals): \_\_\_\_\_

Conditions, if any \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Description:	Fee Verified
Fee Amount:	_____

## CHECKLIST - ZONING PERMIT APP.

**Please complete the following Checklist. Some sections may not be applicable to your application, contact the Planning Department at 878-6950 for any assistance in filling out the form. Please be advised that a zoning permit can not be issued until all applicable sections of this application have been completed.**

### APP. STAFF

- \_\_\_    \_\_\_    1. Signature of owner or attach owner=s affidavit.
- \_\_\_    \_\_\_    2. Site Plan drawn to scale with a north arrow showing lot measurements (attach to application) which includes at a minimum the following information:
  - \_\_\_    \_\_\_    A. Location of all existing and proposed structures and additions.
  - \_\_\_    \_\_\_    B. Distance from all structures or additions to the front, side, and rear property lines.
  - \_\_\_    \_\_\_    C. Use and dimensions of all structures and additions.
  - \_\_\_    \_\_\_    D. Location of driveways and parking spaces and distance to nearest property lines.
  - \_\_\_    \_\_\_    E. Location and measurements of all right-of-ways and easements.
  - \_\_\_    \_\_\_    F. Location of any proposed new water or sewer services.
  - \_\_\_    \_\_\_    G. Height and number of stories of all structures, new or proposed.
  - \_\_\_    \_\_\_    H. Location of all existing and proposed curb cuts and radii and distance to side yards.
  - \_\_\_    \_\_\_    I. Sewer service application of any construction which requires a new connection to the municipal system.
  - \_\_\_    \_\_\_    J. Water service application for any construction which requires a new connection to the municipal system.
  - \_\_\_    \_\_\_    K. Curb cut/excavation application for any construction which requires the opening or closing of a curb cut (as applicable).