



APPLICATION FOR ZONING PERMIT

APPLICANT INFORMATION

NAME _____
ADDRESS _____
TELEPHONE (Home) _____ (Work) _____
EMAIL ADDRESS _____

PROPERTY INFORMATION

OWNER'S NAME _____
PROPERTY ADDRESS _____
PROPERTY USE
Existing _____
Proposed _____

NOTE: If proposed use is business or industrial please include a detailed description of the nature of the business or industry (Attach separate sheet if necessary)

PROPOSED CONSTRUCTION

New Building Addition Repair Change of Use
Accessory Building Fence Driveway Swimming Pool
Sign Other _____

SUPPORTING INFORMATION

- A. Two (2) sets of plans, drawn to scale, that includes the following:
 - 1. Plot plan showing size and shape of lot with all dimensions; size and location of all existing and proposed buildings and structures
 - 2. Complete floor plan and elevations of all proposed structures
 - 3. Location, size and details of all signage (where applicable)
 - 4. Location and quantity of parking spaces (where applicable)
- B. Legal description of property
- C. Fee as certified by Zoning Administrator

NOTE: The boundaries of all proposed structure(s) must be clearly marked with flags, paint or similar devices that will show the extent of any additions, alterations, etc.

The applicant hereby certifies that all information and attachments are true and correct. The applicant further understands that this permit shall expire one (1) year after the date of issuance, unless work has begun, or two and one-half (2 ½) years unless project is substantially completed.

Date

Signature of Applicant

FOR OFFICIAL USE ONLY

Date Received _____

Fee Paid _____

Information Checklist

Plans

Plot Plan

Floor plan

Signage Details

Parking Details

Misc _____

Legal Description

Zone Classification R1 R2 R3 R4 PO B1 B2 IP T A PUD

Site Visit

Yes Date _____

No Reason _____

Approved Certificate No. _____

Denied Reason _____

Additional Action

Appeal

Date Forwarded to Board of Zoning Appeals _____

Variance