

Application #: _____

Permit #: _____

Date Submitted: _____

Fee Amount: _____

Paid: _____

Section 1143.02

ZONING CERTIFICATE APPLICATION

I. PROPERTY INFORMATION

Property Address: _____

II. PROPERTY OWNER OF RECORD

Property Owner Name(s): _____

Contact Email: _____

Contact Phone Number: _____

III. BUSINESS INFORMATION (IF APPLICABLE)

Business Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact Email: _____

Description of Use: _____

IV. APPLICANT INFORMATION

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email: _____

Property Owner

Business Owner/Tenant

Contractor

Architect/Engineer

RESIDENTIAL (\$50)

CHECK IF APPLICABLE:

- New Building (+\$50)
- Building Modification
- Home Occupation (\$75)
- Accessory Structure
- Shed
- Swimming Pool
- Patio
- Deck
- Driveway Modification
- FENCE (\$35) (All Dists.)**

NON-RESIDENTIAL (\$80)

CHECK IF APPLICABLE:

- New Business/Use
- Accessory Structure
- New Building
- Building/Site Modification
- MIN. SITE PLAN (+\$250)**

**Project Information
(If Applicable)**

Total Square Footage: _____

Est. Cost of Construction: _____

Est. Additional Employees: _____

Applicant Signature: _____ **Date:** _____

By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

****OFFICE USE ONLY****

Additional Notes:

Zoning Information

Zoning District: _____

- Historic District
- CC Overlay

Add'l Approvals Req'd

- DRB PC
- BZBA

Additional Requirements

- COA Variance
- Special Exception Use Permit
- PGU Building Permit

P&Z Admin.: _____ Date: _____

Floodplain Admin.: _____ Date: _____

Section 1143.02
ZONING CERTIFICATE

No use of land, building or structure and no construction or alteration of an existing use, building, or structure shall commence until a zoning certificate is issued by the Planning & Zoning Administrator certifying that the intended use of the premises has been documented, reviewed, and approved in conformance with the provisions of this Zoning Code. A zoning certificate shall only be issued by the Planning & Zoning Administrator subsequent to completion of all procedures and approvals required by this Code. No zoning certificate shall be issued to permit any use or construction contrary to the provisions of this Zoning Code, unless in compliance with a duly approved variance. Unless exempted by this Code, a zoning certificate shall be required before:

1. **Locating, erecting, construction, reconstructing, altering, or moving any building/structure, including an accessory structure such as a sign or fence;**
2. **Occupying or using land or a building, or changing the use of land or of a building, in whole or in part, for a different use;**
3. **Changing a nonconforming use to a different use or extending or expanding a nonconforming use or structure.**

ADDITIONAL MATERIALS CHECKLIST

This application shall be accompanied by **two (2) copies** of plans to scale showing:

- | | |
|---|--------------------------|
| 1. The dimensions and shape of the lot to be built upon; | <input type="checkbox"/> |
| 2. The sizes and locations of existing structures and uses on the lot; | <input type="checkbox"/> |
| 3. The size, dimensions and locations of proposed structures, including distances to all lot lines; and | <input type="checkbox"/> |
| 4. The heights of existing and proposed structures. | <input type="checkbox"/> |
| 5. For new businesses/uses and home occupations: A statement detailing the proposed use. | <input type="checkbox"/> |

Section 1143.03(e)
Residential Site Plan Required

A residential site plan shall be required for a single family dwelling, a two-family dwelling, and any dwelling within a Planned Development District.

ADDITIONAL MATERIALS CHECKLIST

This application shall be accompanied by **two (2) copies** of plans to scale showing:

1.	Surveyed dimensions and orientations of all lot lines; total area of the lot; seal and signature of the professional surveyor or engineer who prepared the drawing;	<input type="checkbox"/>
2.	Identification of the, subdivision, lot number, tax parcel number, and address;	<input type="checkbox"/>
3.	Dimensions indicating compliance with all setbacks;	<input type="checkbox"/>
4.	Setbacks.	<input type="checkbox"/>
5.	Locations of all streets, easements, and existing and proposed structures;	<input type="checkbox"/>
6.	Finished floor elevations for first floor, garage floor, and basement; floor area of all floors;	<input type="checkbox"/>
7.	Finished ground elevations at all corners of structures, at midpoints of the walls of structures, at corners of the lot, and at midpoints of the lot lines;	<input type="checkbox"/>
8.	Drainage features and improvements sufficient to demonstrate positive drainage, including the locations of swales, sump pumps, and yard drains; data describing any special flood hazard areas on the lot;	<input type="checkbox"/>
9.	A landscape plan indicating the size and types of landscape materials and the location of all street trees; and	<input type="checkbox"/>
10.	Such other information as the Planning & Zoning Administrator may require so as to carry out the full intent of the Zoning Code.	<input type="checkbox"/>

Section 1143.03(d)
Minor Site Plan Required

An application for a minor site plan shall be submitted for a development, building addition or site improvement which does not qualify as a major site plan in a commercial or industrial zoned district, or if in the professional opinion of the Planning & Zoning Administrator, the project warrants review.

ADDITIONAL MATERIALS CHECKLIST		
This application shall be accompanied by seven (7) copies of plan(s) to scale showing:		
1.	Boundary information, existing and proposed development, existing and proposed rights-of-way, and utilities including stormwater drainage	<input type="checkbox"/>
2.	Buildings, service areas, parking, fencing, landscaping and all required setbacks.	<input type="checkbox"/>
3.	Typical dimensioned parking stalls, aisles and loading spaces.	<input type="checkbox"/>
4.	All driveways and curb cuts, major aisle ways, service routes and pedestrian circulation.	<input type="checkbox"/>
5.	The method of handling of all waste and refuse materials.	<input type="checkbox"/>
6.	Proposed landscaping.	<input type="checkbox"/>
7.	Signage	<input type="checkbox"/>
8.	All exterior lighting including parking lot, pedestrian and building accent. Intensity shall be indicated.	<input type="checkbox"/>
9.	Exterior building design and surfacing treatments including building material and color. (Samples shall be made available upon request.)	<input type="checkbox"/>
10.	Such other information as the Planning & Zoning Administrator may require so as to carry out the full intent of the Zoning Code.	<input type="checkbox"/>