



## SAMPLE ZONING APPLICATION PLOT PLAN SKETCH

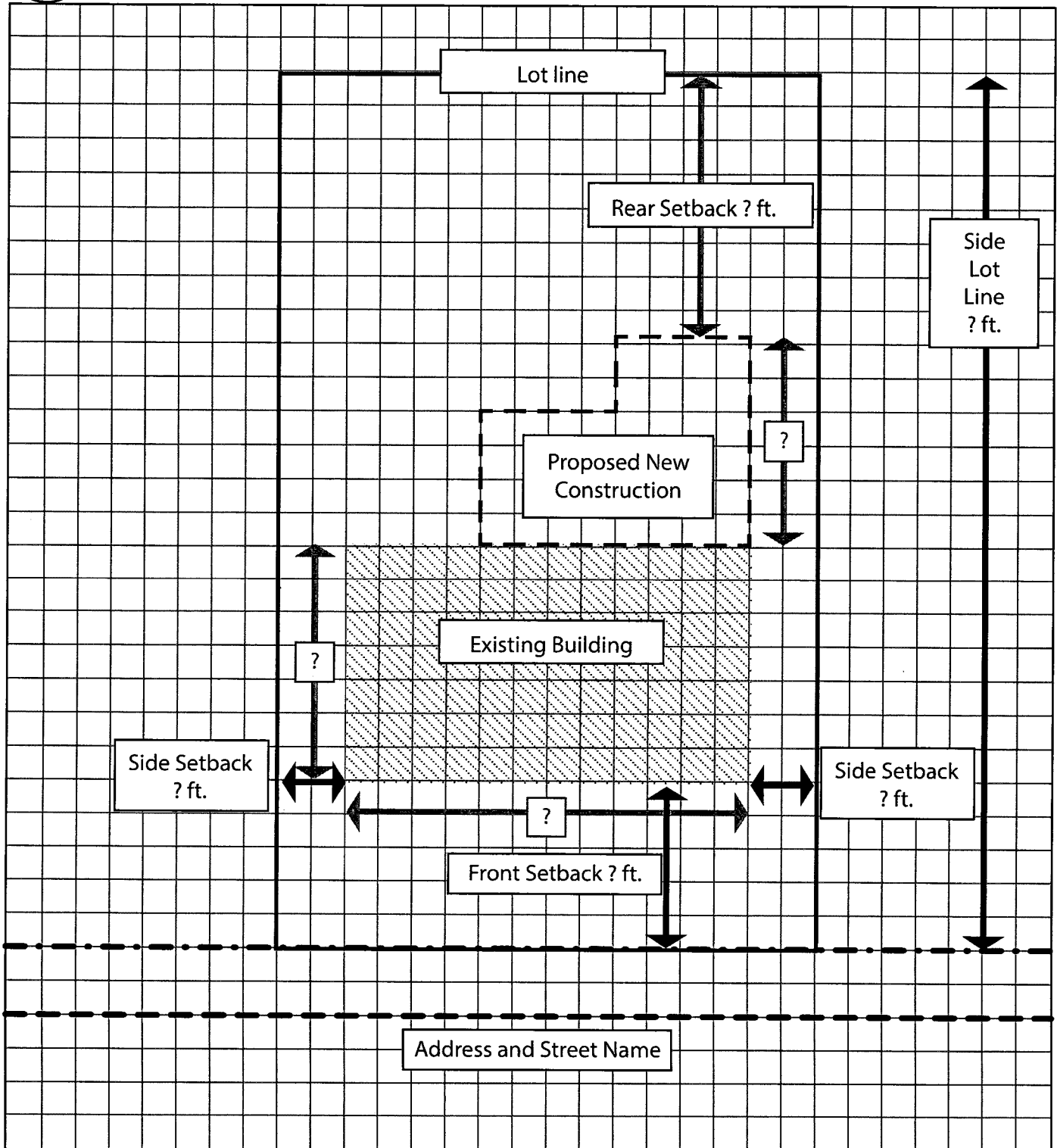
**SKETCHES DO NOT HAVE TO BE DRAWN TO EXACT SCALE** but must contain the following information, be drawn proportionately and show accurate measurements: North Arrow, all abutting streets and alleys with names, dimension of lot or lots, all existing buildings on lots, all existing utility lines and easements if known, proposed buildings or improvements, and distances from all property lines to existing or proposed buildings or improvements. Clearly indicate property owner/ applicant's name, property address, and date of sketch.



**Crosshatch** all existing buildings. **LABEL** all property lines. ("?" below indicates a measurement is required.)

← **Indicate North in the circle.**

**SCALE** (if drawn to scale) \_\_\_\_\_



## ZONING/DEVELOPMENT PERMIT APPLICATION

This application is made for a zoning/development permit to erect or alter a structure as shown on the attached diagram or to use the property for the purpose described. The information which follows, with the location diagram, is made part of this application by the undersigned. It is understood and agreed by the applicant that any error, misstatement, or misrepresentation of material fact, either with or without intention, may cause a refusal of this application. Any change in the location, size, or use of structure or land after the issuance of this permit, without the approval of the Zoning Administrator or the Zoning Hearing Board shall be grounds for the revocation of this permit. The applicant agrees to allow the Zoning Administrator or duly appointed assistant to examine all structures and land for which an application for a Zoning/Development Permit has been requested. Please see that other permits (including building, subdivision, land development, highway occupancy, sewage planning, floodplain management, etc.) are in place before proceeding. **All construction must be completed before the expiration date of this permit. This permit is valid for one (1) calendar year from date of issuance.**

<b>LEAVE THIS</b>	<b>AREA BLANK</b>	
Permit No.:	Zoning District:	Tax Parcel No.:

- 1) Name of Applicant: \_\_\_\_\_ 2) Phone #: \_\_\_\_\_
- 3) Complete Mailing Address: \_\_\_\_\_ E-Mail \_\_\_\_\_ @ \_\_\_\_\_
- 4) City \_\_\_\_\_ 5) State \_\_\_\_\_ 6) Zip Code \_\_\_\_\_
- 7) Name of Lot Owner: \_\_\_\_\_
- 8) Address: \_\_\_\_\_
- 9) Previous Lot Owner: \_\_\_\_\_
- 10) Builder/Contractor for Project: \_\_\_\_\_ Phone \_\_\_\_\_
- 11) Type of Work: New Structure  Change of Use  Sign  Addition  Accessory Structure  Commercial Logging  Home Occupation  Other
- 12) Premises located at: (road, street name, etc.) \_\_\_\_\_ 13) Municipality: \_\_\_\_\_
- 14) Use Proposed \_\_\_\_\_
- 15) Size of Lot: Width \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft. Area \_\_\_\_\_ ft<sup>2</sup>/ acres
- 16) Dimensions of Proposed Building, Structure or Addition: Width \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft. Height \_\_\_\_\_ ft./ stories Total Floor Space \_\_\_\_\_ ft<sup>2</sup>
- 17) Setbacks from Property Line to Building or Structure: Front \_\_\_\_\_ ft. Side <sup>and/or</sup> Front \_\_\_\_\_ ft. Side \_\_\_\_\_ ft. Rear \_\_\_\_\_ ft
- 18) Plot Plan showing location on property is attached: Yes  No
- 19) Character of Construction (*wood frame, brick, steel, etc.*) \_\_\_\_\_ 20) Approximate Cost of Work: \$ \_\_\_\_\_
- 21) Attach copy of: Stormwater Plan: Yes  No  Sewage Permit: Yes  No  If YES, then # of Bedrooms \_\_\_\_\_
- 22) Construction Start Date: \_\_\_\_\_ 23) Completion Date (max time one year): \_\_\_\_\_
- Notes: \_\_\_\_\_
- 24) Applicant Signature: \_\_\_\_\_ 25) Print Name: \_\_\_\_\_ 26) Date: \_\_\_\_\_

LEAVE THIS AREA BLANK-FOR ZONING ADMINISTRATOR USE ONLY

- 27) APPLICABLE ORDINANCES AND CODES (Check appropriate spaces)**
- Zoning: Conforming  Nonconforming  Sign  Temporary  Notes \_\_\_\_\_
- Subdivision  Sewage  Flood Plain Regulations  \_\_\_\_\_
- Building Code  Driveway  Other  \_\_\_\_\_
- 28) DISPOSITION**
- A. County application fee collected \$ \_\_\_\_\_ Other \_\_\_\_\_ Permit No. \_\_\_\_\_
- B. ACTION: Approved  Disapproved  Permit Officer \_\_\_\_\_  
 Zoning Administrator/ Officer: \_\_\_\_\_ Date of Issuance \_\_\_\_\_
- C. Reason for denial \_\_\_\_\_
- D. Zoning Hearing Board date: \_\_\_\_\_
- BOARD'S DECISION Granted  Denied  \_\_\_\_\_  
 Order \_\_\_\_\_ Date of Issuance \_\_\_\_\_

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