

Submittal Requirements

2 COPIES of the following items must be submitted at the time of filing of the application in order for an application to be reviewed by the Development Department:

- (a) Completed application form and payment of the associated application fee (see below).
- (b) A detailed description of the proposed use of the structure or property.
- (c) A plot plan showing the following. Such plans shall be legibly drawn to scale and shall be based on an accurate survey.
 - (1) Zoning District.
 - (2) Property boundary lines and the exact dimensions and area of the lot to be built upon or utilized.
 - (3) Right-of-way of adjacent streets.
 - (4) Location, dimensions, height, and bulk of all structures to be erected or altered.
 - (5) The existing and intended use(s) of all land, buildings, and structures.
 - (6) Dimensions of yards, driveways, and parking areas.
 - (7) Location and use of buildings and adjoining lots within 10 feet of all property lines.
 - (8) Location and dimension of any easements and use of the easement.
 - (9) Lot numbers of the concerned and abutting properties.
 - (10) Each plan shall bear statements declaring that no part of the land involved in the application has been previously used to provide required setbacks or lot area for another structure.
 - (11) Each property owner or authorized agent shall be required to attest to the correctness of the statements and data furnished with the application.
 - (12) Any other pertinent data as may be necessary to determine and provide for the enforcement of this Planning and Zoning Code.

Zoning Certificate Application Fees

Single Family or Two Family Residential Use

- New Use or Principal Structure.....\$50
- Addition, Alteration or Accessory Structure.....\$25

Multi-Family Residential Use (3 or More Units)

- New Use or Principal Structure.....\$35+\$5 per unit
- Addition, Alteration or Accessory Structure.....\$50

Non-Residential Use

- New Use, Principal Structure, Addition, Alteration or Accessory Structure
(Less than 10,000 sq. ft.).....\$50
- New Use, Principal Structure, Addition, Alteration or Accessory Structure
(Greater than or equal to 10,000 sq. ft.).....\$100

Other (All Uses)

- Change of Use.....\$25
- Fence.....\$25
- Home Occupation.....\$25