



Zoning Certificate Application Submittal Requirements

No Zoning Certificate application will be accepted for review, per Section 1105.02(c) of the Planning and Zoning Code, without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Zoning Administrator

Information entered into a Zoning Certificate Application on Viewpoint Cloud

1. The location of the subject property;
2. The proposed use of the building or site;
3. A description of the proposed Zoning Certificate application;
4. An indicate of all types of work proposed (New Principal Structure, parking, fencing, etc.);
5. Any additional information required by ViewPoint Cloud based on the type of work proposed;
6. Verification that the owner of the property or an authorized applicant is submitting the application per Section 1105.02(a) of the Planning and Zoning Code; and
7. The required application fee per Section 1105.02(f) of the Planning and Zoning Code.

Information uploaded to a Zoning Certificate Application on Viewpoint Cloud

8. A separate site plan sheet or sheets, prepared by a qualified professional and drawn to scale illustrating *existing* site conditions including, but not limited to:
 - a) The location and dimensions of the subject property lines, public rights of way, and easements;
 - b) The location and dimensions of all buildings, structures and trash enclosure areas;
 - c) The location, dimensions and surface materials of parking areas, drives, public streets, sidewalks, loading areas, outdoor storage or display areas, and outdoor dining areas;
 - d) The distance from property lines and the right of way of all buildings, structures, parking areas (including adjacent drives), and trash collection areas located when located within 50 ft. of property lines and the right of way;
 - e) The location, type, species, and quantities of all landscaping and screening;
 - f) The location, height and style of all exterior lighting (including a fixture detail), fencing and walls;
 - g) The location and type of all utilities;
 - h) The location of all freestanding signs; and
 - i) The topography of the site incorporating contours in intervals of no less than two feet;
9. A separate site plan sheet or sheets, prepared by a qualified professional and drawn to scale illustrating *proposed* site conditions including, but not limited to, all items noted in 7. above; and
10. When new buildings, additions or alterations to existing buildings are proposed, a separate plan sheet, or sheets, including exterior architectural plans. Plans shall include exterior building elevations of all sides buildings, notation of all exterior materials and colors utilized, and the height and width of buildings.

Additional Information

11. Any other information necessary for the evaluation of the Zoning Certificate application as deemed necessary by the Zoning Administrator.