



ZONING CERTIFICATE

ZONING CERTIFICATE APPLICATION

MINIMUM REQUIREMENTS FOR SUBMISSION

- Completed zoning certificate application with original signature
- Stormwater letter (if applicable, commercial projects only)
- A Plot Plan** – (1) 11x17 plot plan (8.5 X 11 accepted)

Please note, approvals typically take 10 business days. Incomplete or inaccurate applications may cause delays. Please provide as much information as possible to discourage any delays in approval.

***A plot plan** (can be hand drawn – but must include correct numbers) showing the primary structure, property lines, location and name of adjacent street(s) in relation to the property, the dimensions and/or property line setbacks of the proposed structures, (and/or any existing fences or structures). **See the provided example on the next page.**

OWNER AND PROPERTY INFORMATION		
PROPERTY LOCATION/ADDRESS		PROPOSED CONSTRUCTION OR USE
OWNER NAME		TELEPHONE
PARCEL ID# (REQ'D IF NO STREET ADDRESS)		
APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)		
APPLICANT NAME		PROJECT ESTIMATED COST
APPLICANT ADDRESS		APPLICANT TELEPHONE
PREFERRED METHOD OF CONTACT FOR PICKUP/DELIVERY/QUESTIONS		
<input type="checkbox"/> OWNER	<input type="checkbox"/> PHONE	EMAIL: _____
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> EMAIL	

Indicate distance of the new structure in feet to the applicable property line or right-of-way: *Distances must also be shown on plot plan.

PROJECT INFORMATION		TOTAL SQ FT FOOTPRINT OF		HEIGHT OF	
SETBACKS FROM PROPERTY LINE:		EXISTING STRUCTURES	PROPOSED STRUCTURE	PRIMARY STRUCTURE	
FRONT _____	REAR _____	SIDE _____	SIDE _____		
TOTAL SQUARE FEET (ALL LEVELS) OF			PROJECT DIMENSIONS		# OF
PROPOSED STRUCTURE	EXISTING STRUCTURES ON PROPERTY	SQ FT OF LIVING AREA (NEW RESIDENCE ONLY)	PROJECT HEIGHT:	DIMENSIONS: (L x W)	PARKING SPACES

Please provide (1) additional paper copy of plans to receive a stamped and approved copy of plans with your approved certificate or you may request an emailed digital copy of approved plans with the certificate if preferred. Select from options below:

<input type="checkbox"/> PAPER COPY OF APPROVED CERTIFICATE REQUESTED ONLY	<input type="checkbox"/> PAPER COPY OF APPROVED CERTIFICATE AND PLANS REQUESTED (*SECOND SET ENCLOSED)	<input type="checkbox"/> EMAIL ONLY COPY OF PLANS AND CERTIFICATE REQUESTED ONLY (SENT TO EMAIL ABOVE – CERT. MUST BE PAID IN FULL)
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APPLICANT'S SIGNATURE		
APPLICANT'S PRINTED NAME:	APPLICANT'S SIGNATURE:	DATE:

STAFF USE ONLY		
ZONING DISTRICT _____	CERTIFICATE # _____	FEE \$ _____

COMMUNITY DEVELOPMENT

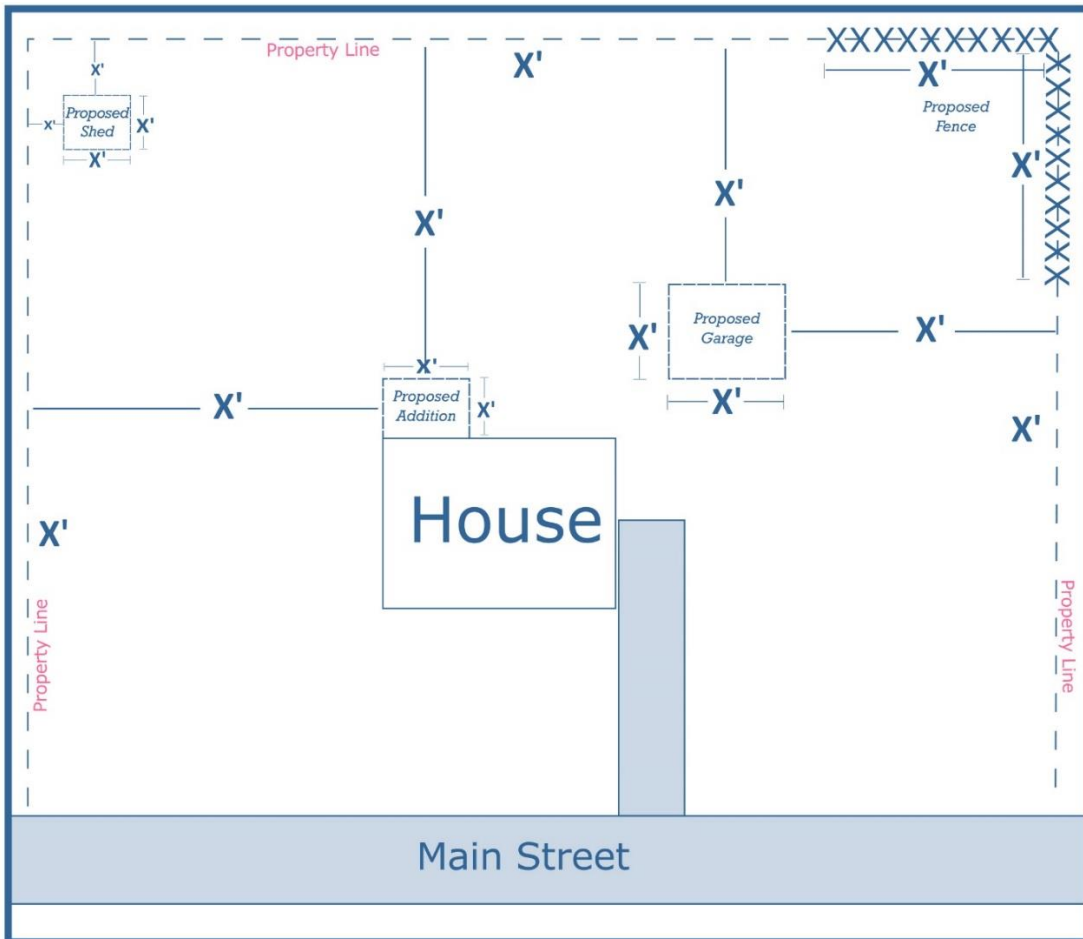
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Zoning Certificate Guidelines

(for accessory structures, additions, new construction, and pools)

- The combined total of accessory structures cannot occupy more than 35% of the rear yard.
- Sheds, pools, detached garages, and other **detached** accessory structures may be located a minimum of 6' from the property line in the **rear yard only**.
 - Decks, sunrooms, room additions, patio covers, etc. typically cannot project into the required rear yard setback except under certain conditions.
- Sheds that are less than 100 square feet do not require a permit when placed a minimum of three (3) feet from the property line in the rear yard.

Sample Plot Plan



The submitted plot plan for must show:

1. The location of the primary structure, existing accessory structures and/or fences, and the location of the proposed structure.
2. The dimensions of the proposed construction and the setbacks of the structure from the property lines on all sides.
3. Location of any adjacent streets, the names of those streets, and the address of the property and the name of the property owner (shown on the plot plan).

COMMUNITY DEVELOPMENT