



# Zoning Compliance Application

Fee \$ \_\_\_\_\_

Applicant Requirement Checklist	
<input type="checkbox"/>	<b>\$50 application fee</b> (paid by cash or check when application is submitted). <i>Fee is non-refundable. Application will not be processed until payment is received.</i>
<input type="checkbox"/>	Completed <b>Application Form-Must be signed by property owner</b>
<input type="checkbox"/>	A detailed description of the proposed use
<input type="checkbox"/>	<b>Mortgage survey, or acceptable sketch</b> , of the property (if the proposed use will require outdoor use of the site, such as outdoor storage, outdoor seating, or addition) indicating setbacks from property lines and other structures.
<input type="checkbox"/>	Verify if a Building Permit is required

Property Information	
<b>(Please Print)</b>	
Street Number _____	Street Name _____
City _____	State _____ Zip _____
Parcel I.D. # 12 - _____ - _____ - _____ Zoning District: _____	

Proposed Use Information
Name of Business: _____
Type of Construction/Alteration: _____
Detailed Description of Proposed Use (i.e. services to be provided, product to be sold): _____
Outdoor storage of vehicles, product or materials of any type <input type="checkbox"/> Yes <input type="checkbox"/> No Describe: _____

Property Owner Information	
<b>(Please Print)</b>	
Property Owner's Name _____	Contact Number (_____) _____
Address _____ City _____	State _____ Zip _____
Property Owner's Signature _____	Date _____ Email (Required) _____

Applicant Information (To be filled out if the applicant is not the property owner)	
<b>(Please Print)</b>	
Applicant's Name _____	Contact Number (_____) _____
Address _____ City _____	State _____ Zip _____
Applicant's Signature _____	Date _____ Email (Required) _____

:: OFFICE USE ONLY ::	
<b>I hereby certify that I have reviewed the plans for the purpose of zoning compliance only, <u>not</u> for construction.</b>	
Existing legal nonconformities: _____	
Zoning Compliance Certificate: <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>	Comments: _____
Zoning Administrator _____	Date _____

:: Office Use ::	Time Stamp
Received By: _____	
(Initials)	