

# FROM THE OFFICE OF ZONING AND PLANNING

## CHECKLIST FOR OBTAINING A CONSTRUCTION PERMIT

- A fee of \$50.00 is applicable for all zoning permits, to be paid when the application is submitted to the Zoning Office
  - Revised plans require a \$25.00 fee for re- review
- A fee of \$50.00 is applicable for grading and drainage **for new dwellings only**, to be paid when the zoning application is submitted to the Zoning Office
  - **New dwellings, must submit architectural floor plans**
- Completed zoning permit, signed by the owner
  - a) See attached rules
- Tax & sewer form **MUST** be signed by the tax collector before submitting zoning permit, that taxes are current (form supplied)
- Signed waiver, by owner, that no wetlands exist on the property (form supplied)
- New construction must have a grading and drainage plan showing the existing and proposed contours, by a licensed professional
  - Driveway apron plan, by a licensed professional
- Upon a fully completed permit, the zoning office shall have 10 business days to approve or deny a permit
- Upon permit approval, applicant shall forward zoning permit and any applicable construction forms to the building office for their review before a construction permit is issued
  - a) Note – construction office has 20 business days to review plans before issuing a construction permit. Construction review won't begin until approved zoning is received

b) NO jacket will be accepted without a zoning permit approval

-- PERMIT REQUIREMENTS

THIS APPLICATION MUST BE ACCOMPANIED BY: A CURRENT, SEALED SURVEY BY LICENSED SURVEYOR, DRAWN TO SCALE (WITH SCALE SHOWN) WITH DIMENSIONS SHOWING THE EXACT SIZE, SHAPE AND LOCATION OF ALL EXISTING AND PROPOSED BUILDINGS AND STRUCTURES, AND SUCH ADDITIONAL INFORMATION AS MAY BE REQUIRED BY THE ZONING OFFICER TO ALLOW HIM/HER TO DETERMINE IF A ZONING PERMIT SHOULD BE ISSUED. THE ZONING OFFICER MAY WAIVE THE SURVEY REQUIREMENT FOR MINOR APPLICATIONS PROVIDED THAT SUFFICIENT AND SATISFACTORY INFORMATION IS SUBMITTED FOR HIM/HER TO MAKE AN INFORMED DECISION. **NOTE**: WHEN BOTH EXISTING AND PROPOSED BUILDINGS AND STRUCTURES ARE INVOLVED THE EXISTING BUILDINGS AND STRUCTURES SHALL BE CROSS-HATCHED IN ORDER TO AID IN THE REVIEW OF THE SURVEY.