

## **Zoning permit applications require the following:**

A site plan, 8.5" x 11", drawn to scale, including additional pages as needed to show detail (The zoning administrator may accept alternate scaled drawing(s) if he/she determines the property and development will be better depicted). The site plan shall include, but is not limited to, all of the following. Please use this checklist to make sure that you have included all the needed information.

- ( ) the dimensions of the lot, including existing property boundaries (I can print you out a picture of your lot to use if you would like)
- ( ) show roadways
- ( ) the location of existing and/or proposed accesses (curb cuts)
- ( ) driveways
- ( ) parking areas
- ( ) the location, footprint and height of existing and proposed structures or additions. Include dimensions and distances/setbacks from roads and adjoining properties
- ( ) the location of existing and proposed water and wastewater systems (septic and leach field)
- ( ) identify all abutting property owners
- ( ) orient plat with a north arrow
- ( ) existing and required setbacks from surface waters and wetlands, if applicable
- ( ) the location of existing and proposed easements and rights-of-way, if applicable.
- ( ) application signed
- ( ) payment included

Attention to these details will help you to avoid delays in the permitting process.

Please call or email if you have any question.

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