



ZONING PERMIT SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.

- | Applicant
Use | STAFF
USE | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Date of pre-application meeting: _____ Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | A complete Master Land Use Application. (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted. |
| <input type="checkbox"/> | <input type="checkbox"/> | If the signatory on this application is not the owner of the subject property, then provide a notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) 8½" x 11" vicinity map at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets. |
| <input type="checkbox"/> | <input type="checkbox"/> | Attach a description of the nature of business (type), goods to be sold, hours of operation, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>COUNCIL APPROVAL WILL NOT BE REQUIRED.</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Any additional information to aid in understanding the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | Payment of application fees. Please submit the Planning and Zoning Application Fee Calculation Request Form a minimum of two (2) working days prior to application submittal to confirm required application fees. |

ACKNOWLEDGEMENT

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

Applicant/Representative Printed Name

Date

Applicant/Representative Signature