



Permit Application: New Construction

[FOR OFFICE USE ONLY]

Permit #: _____
 Application Received: _____

Applicant Information

Property Address:			
Property Owner:	Phone:	Email:	
Mailing Address:			
Applicant Name:	Phone:	Email:	

Project Information

Lot Dimensions: Width: Depth: Square Ft: **Lot Type:** Corner Interior Other

Project Type: Addition Single-Family Two-Family Multi-Family Commercial
 Other: _____

New Structure Height: **Width:** **Length:**

Total Existing Square Footage Primary Structure: Addition: Accessory Structure:

Setback measurements (must also be included on site plan): Front: Side 1: Side 2: Rear:

Additional Comments: _____

Planned use for new structure: _____

Storm water Mitigation Plan Attached (Required): **Site Plan Attached (Required):**

SEE THE REVERSE OF THIS PAGE FOR ADDITIONAL INFORMATION TO BE INCLUDED WITH A ZONING PERMIT FOR NEW CONSTRUCTION.

I understand that approval of this application does not constitute approval for any administrative review, conditional use permit, variance, or exception from any other Village regulations which are not specifically the subject of this application. I understand that I remain responsible for satisfying requirements of any private restrictions of covenants appurtenant to the property. I further acknowledge that due to subsurface conditions present in this region (shallow bedrock, high water table) that subterranean or subsurface structures such as basements and lower levels in any building or structure may become wet or flooded during rain events or due to some other natural occurrence.

I, the undersigned do hereby certify that I am the applicant, and the information and statements given on this application, drawings, and specifications are to the best of my/our knowledge, true and correct. I understand that the Village is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of this Zoning permit as determined by the Village. I further certify that I am the Owner, or the lessee, or agent, fully authorized by the owner to make this submission. I certify that statements made to me about the time required to process this application are general estimations and not binding. Further, I understand that it may be necessary for the Village to request additional information and clarification after I have submitted this application and accompanying documentation.

I hereby certify, under penalty of perjury, that all the information provided on this application is true and correct.

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY		
Zoning Fee: \$ _____	Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Card	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Other fees: \$ _____	Zoning District:	SEE ATTACHED LETTER FOR CONDITIONS
Tap Fees - Water \$ _____	PC/BZA Hearing Date:	PC/BZA Case #:
Sewer \$ _____ Electric \$ _____		
Total \$	Zoning Official Name and Title	Date

NEW CONSTRUCTION – GENERAL REQUIREMENTS

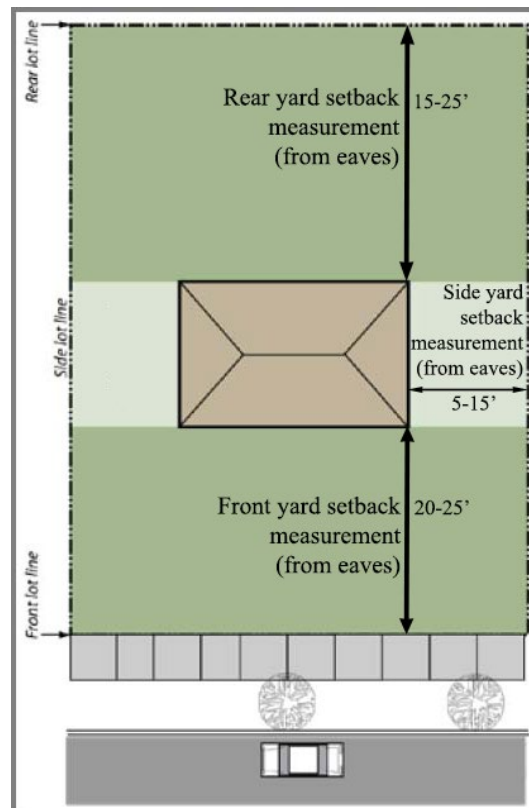
A. Permit required.

- a. No building permit or other permit required to allow construction and no certificate of occupancy shall be issued for any of the above, unless a zoning permit has been issued by the Zoning Administrator.

B. Zoning Permit Process.

- a. The application shall be accompanied by a scale drawing of the site exhibiting existing and proposed improvements, as follows:
 - i. All exterior lot lines, with dimensions based upon an actual survey;
 - ii. Dimensions of existing and proposed buildings and structures;
 - iii. Setback of all existing and proposed structures from property lines;
 - iv. Required setback distances, according to the zoning district;
 - v. Height of existing and proposed buildings and structures;
 - vi. Location of off-street parking, including dimensions of parking spaces and access aisles, and distance of parking areas from property lines;
 - vii. Any other information deemed necessary by the Zoning Administrator to determine compliance with this code.
 - viii. The Zoning Administrator may require that the proposed location of buildings and improvements be staked upon the lot prior to zoning permit approval, in order to determine compliance with this code.

How to measure your setback: The proposed structure must be entirely outside of the setback required by the Zoning District requirements.



The diagram above will reflect how you will be required to measure your setback. Do not measure from the footprint, but instead from the furthest edge of the structure. If there are roof eaves, measure your setback starting at the edge of the roof eaves. If there is a built in porch or balcony, the same rule applies to those extensions of the structure.

Attachment A (For New Construction & Utility Connections only)

Electrical

____ Submitted necessary electrical plans.

Water Distribution

____ Submitted necessary water distribution plans showing tie-ins to existing main water lines and other improvements.

Sewer

____ Submitted necessary sanitary sewer plans showing tie-ins to existing infrastructure and improvements.

Storm Water

____ Submitted necessary storm water plans showing tie-ins to existing infrastructures and improvements.

PUBLIC WORKS DIRECTOR

DATE