

A GUIDE TO ZONING APPROVAL

When are zoning permits required? What information is required to obtain a zoning permit? What are the cost considerations for a permit? This guide is designed to answer these and other common questions.

Zoning Permit requirements

You must secure a zoning permit before a building permit can be issued.

A zoning permit is mandatory for the following:

1. The proposed erection, extension or alteration of any structure or portion of a structure (for example, new dwelling units, room additions, decks, enclosed porches, utility sheds, swimming pools, etc.).
2. The proposed use or change in use of a structure, portion of a structure, or land (for example a change from an office use to a retail use).
3. The proposed change in use by a new landowner/tenant for commercial and industrial properties.

A zoning permit is **not** required for the following:

1. Normal maintenance activities and minor repairs alteration of any structure or portion of a structure.
2. Demolition of a structure. (A building permit is required)

Application for Zoning Permit Requirements

To apply for a zoning permit, you must submit the following items to the Zoning Officer:

1. A completed zoning permit application along with the associated fee.
2. A copy of the recorded deed must be submitted. The use of your property may be governed by private restrictive covenants, rules and regulations.
3. A survey or plot plan (drawn to scale) showing the following information:
 - a. The property lines and dimensions of the lot. Include the lot size (acres).
 - b. The location and dimensions of all existing and proposed buildings/structures on the lot. Include building/structure height.
 - c. The existing and proposed uses of the buildings/structures.
 - d. The location and dimensions of all existing and proposed access points and driveways to the property.
 - e. The number and location of all existing and proposed parking spaces.
 - f. Distances marked between all existing and proposed structures to the front, rear and side property lines.
 - g. Scale used to draw the survey/plot plan.
 - h. Identification of adjoining streets.
 - i. Identification of any easements that cross the property.
 - j. Location of the front, rear and side setbacks.
 - k. Percentage of lot coverage (includes all existing and proposed buildings/structures).

Approval Process

Once an application is submitted, the Zoning Officer will review it to determine if it is a Permitted Use or a Conditional Use and will proceed with processing the application. The Zoning Officer will review and approve or deny any Permitted Uses (includes Accessory Uses) as listed in the Schedule of District regulations. The Zoning Officer will forward any Conditional Uses to the Planning Commission and the Board of Supervisors for their review and approval.