



Application For Zoning Compliance

- Submission of a complete application, site plan, and fees
- Application must be signed by the **APPLICANT AND THE PROPERTY OWNER**
- If the application is missing any of the above, it will NOT be processed or DENIED
- Please note that all fees paid are **NONREFUNDABLE**
- Staff has up to **15 BUSINESS DAYS** to approve/deny application

Applicant Information:

Name: _____
 Company (if applicable): _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Email: _____

Property Owner Information:

Name: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Email: _____

Project/Site Information:

Address: _____
 Description of Request (be specific): _____

I hereby attest to the truth and exactness of all information supplied on AND with this application. The application will not be released until staff has all information needed to review. Additional information may be requested for each application on a case by case basis.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

For Office Use Only:

Zoning (ZA): _____ Permanent Sign/Awning(s) _____ Temporary Sign/Banner(s)
_____ Temporary Use _____ Conditional Use _____ Accessory Structure _____ Fence
_____ Commercial New Construction _____ Residential New Construction

Board of Zoning Appeals (BZA): _____ Appeal _____ Conditional Use _____ Special Use
_____ Temporary Use _____ Use Variance _____ Variance Residential _____ Variance Commercial

Planning Commission (PC): _____ Alley/Street Vacation _____ Plat Review _____ Subdivision
_____ Lot Split _____ PUD Zoning Map Amendment _____ Rezoning

Downtown Design Review Board (DDRB)/Historic Preservation Board (HPB):

_____ Sign Design _____ New Construction _____ Accessory Structure _____ Roof Replacement
_____ Paint/Siding Change _____ Window/Door Replacement _____ Other Exterior Change _____ Fence

Received Stamp:

Paid Stamp:

_____ **APPROVED** _____ **APPROVED WITH CONDITION(S)**
_____ **ADMINISTRATIVELY APPROVED** _____ **MINOR VARIANCE** _____ **DENIED**

This application and all required supplemental information has been reviewed and is found to be complete.

Reviewed By: _____

Title: _____ Date: _____

Permits are valid for 90 days from date of approval