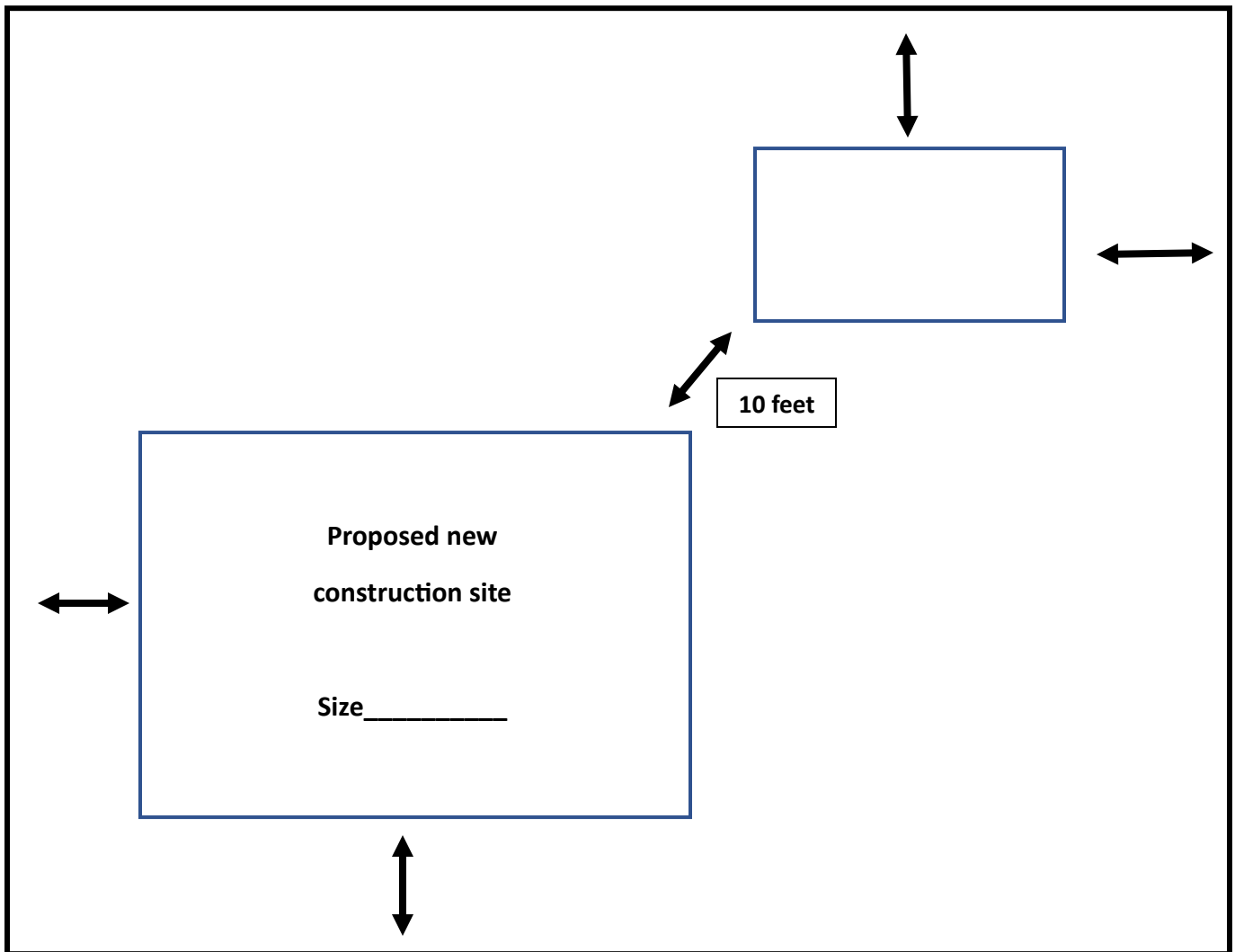


NEW CONSTRUCTION SITE PLAN EXAMPLE AND ORDINANCE

Attach a scaled plot plan: Drawing may be on 8 ½" x 11" paper. Showing the following:

1. The actual shape, location and dimensions of the lot.
2. The shape, size and location of all buildings or other structures to be erected, altered or moved and of any building or other structures already on the lot.
3. The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the buildings is intended to accommodate.
4. Location of access drives and parking areas.
5. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of the Zoning Ordinance are being observed.



NEW CONSTRUCTION SITE PLAN EXAMPLE AND ORDINANCE

Basic structural elements shall be in good repair and shall be adequate to support the imposed load as required by this division.

(Code 2000, § 10-281; Ord. No. 291, § 9.109, 8-12-1991)

Sec. 6-264. - Foundation and supports.

The foundation, foundation walls and supporting columns shall be in good repair and shall be adequate to support the imposed load as required by this division.

(Code 2000, § 10-282; Ord. No. 291, § 9.110, 8-12-1991)

Sec. 6-265. - Basement and cellar walls and floors.

Walls and floors of basements and cellars shall be in good repair.

(Code 2000, § 10-283; Ord. No. 291, § 9.111, 8-12-1991)

Sec. 6-266. - Exterior surfaces.

All exterior surfaces shall be reasonably weathertight, waterproof and vermin proof and shall be kept in good and sanitary condition. Exterior surfaces which deteriorate from exposure to the weather shall be protected by a properly applied water-resistant paint, waterproof finish or other weatherizing treatment.

(Code 2000, § 10-284; Ord. No. 291, § 9.112, 8-12-1991)

Sec. 6-267. - Windows, doors and screens.

All windows and exterior doors, including storm windows and doors, shall be weathertight and in good repair. All screen doors and screens shall be in good repair.

(Code 2000, § 10-285; Ord. No. 291, § 9.113, 8-12-1991)

Sec. 6-268. - Insect screens required.

During the months of May through October, an insect screen in good repair shall be provided by the owner for at least one operable window area, as defined in section 6-298, per habitable room. Skylights shall not require insect screens if they are contained in a room which meets the window area requirements of section 6-298.

(Code 2000, § 10-286; Ord. No. 291, § 9.114, 8-12-1991)

Sec. 6-269. - Security.

All exterior doors shall be fitted with a locking device properly installed and in good repair. All doors which provide entry to rental dwellings from a common hall shall be provided with a properly installed locking device in good repair without interior keyed locks or keyed dead bolts.

NEW CONSTRUCTION SITE PLAN EXAMPLE AND ORDINANCE

(Code 2000, § 10-287; Ord. No. 291, § 9.115, 8-12-1991)

Sec. 6-270. - Exterior attachments.

Exterior attachments to basic structural elements, including, but not limited to, gutters, downspouts, screening, vents, antennae, awnings and utility connections, shall be in good repair.

(Code 2000, § 10-288; Ord. No. 291, § 9.116, 8-12-1991)

Sec. 6-271. - Porch and split-level railings.

Any side of a floor, porch, stoop or patio which is more than three steps above the immediately adjacent ground or floor shall be bounded by a railing in good repair.

(Code 2000, § 10-289; Ord. No. 291, § 9.117, 8-12-1991)

Sec. 6-272. - Stairway handrails and guardrails.

All stairways with three steps or more shall be bounded by a railing which is properly installed and in good repair.

(Code 2000, § 10-290; Ord. No. 291, § 9.118, 8-12-1991)

Sec. 6-273. - Smoke detector required.

A minimum of one single-station smoke detector shall be provided and maintained in good repair for each bedroom area of a dwelling unit or rooming unit and every level of a dwelling, including the basement. The tenant or occupant of the dwelling unit shall be responsible for maintaining the required smoke detector in an operable condition.

(Code 2000, § 10-291; Ord. No. 291, § 9.119, 8-12-1991)

Sec. 6-274. - Means of egress.

- (a) All means of egress from any point in a dwelling to a public way shall be maintained in good repair, available for immediate use and free of all obstructions.
- (b) All means of egress shall comply with the state construction code, Public Act No. 230 of 1972 (MCL 125.1501 et seq.).

(Code 2000, § 10-292; Ord. No. 291, § 9.120, 8-12-1991)

Sec. 6-275. - Interior surfaces.

All floors in any room where any water faucet is present shall be protected by some type of waterproof or water-resistant covering, including, but not limited to, linoleum, tile, paint, varnish or carpeting with an appropriate moisture barrier.

(Code 2000, § 10-293; Ord. No. 291, § 9.121, 8-12-1991)

NEW CONSTRUCTION SITE PLAN EXAMPLE AND ORDINANCE

Sec. 6-276. - Paint chips.

Paint chips lying on the floor of a dwelling or lying on the ground around an occupied dwelling shall be deemed unsafe and shall be removed by the responsible party.

(Code 2000, § 10-294; Ord. No. 291, § 9.122, 8-12-1991)

Sec. 6-277. - Interior fixtures.

All interior fixtures shall be in good repair.

(Code 2000, § 10-295; Ord. No. 291, § 9.123, 8-12-1991)

Sec. 6-278. - Required exits.

Every dwelling shall have the required number of exits, in addition to required emergency escapes, as specified by the state construction code, Public Act No. 230 of 1972 (MCL 125.1501 et seq.).

(Code 2000, § 10-296; Ord. No. 291, § 9.124, 8-12-1991)

Sec. 6-279. - Emergency escape required.

All sleeping rooms in a dwelling unit or rooming unit below the fourth story shall have a minimum of one operable window or exterior door approved for emergency egress or rescue in accordance with the following:

- (1) Bars, grills or screens placed over emergency escape windows shall be releasable or removable from the inside without the use of a key, tool or excessive force.
- (2) An emergency escape window is not required in a one- or two-family dwelling when a door of a sleeping room opens to a corridor to two remote exits in opposite directions.

(Code 2000, § 10-297; Ord. No. 291, § 9.125, 8-12-1991)

Sec. 6-280. - Joint use area lighting.

Every hallway, stairway, entryway and joint use area within a dwelling containing three or more dwelling or rooming units shall be lighted at all times.

(Code 2000, § 10-298; Ord. No. 291, § 9.126, 8-12-1991)

Sec. 6-281. - Water system required.

Every dwelling shall have a water system which is in good repair and free of leaks. The water system shall connect each sink, water closet, basin, bathtub or shower facility present in the dwelling to a public water supply.

(Code 2000, § 10-299; Ord. No. 291, § 9.127, 8-12-1991)

Sec. 6-282. - Hot and cold water supply.

NEW CONSTRUCTION SITE PLAN EXAMPLE AND ORDINANCE

Every sink, basin, bathtub or shower facility required by this article shall be properly connected with both hot and cold water lines. The hot water lines shall be connected with supplied water heating facilities which are properly installed and maintained in a safe and good working condition. The water system shall be sized to supply hot water at a minimum temperature to outlets of 110 degrees Fahrenheit but not exceeding 140 degrees Fahrenheit to meet both daily requirements and hourly peak loads of the occupants of the building.

(Code 2000, § 10-300; Ord. No. 291, § 9.128, 8-12-1991)

Sec. 6-283. - Sewer system required.

Every dwelling shall have a sewage disposal system which is in good repair and free of leaks. A sewage disposal system shall connect each sink, water closet, basin, bathtub, shower and floor drain to a public sanitary sewer.

(Code 2000, § 10-301; Ord. No. 291, § 9.129, 8-12-1991)

Sec. 44-22. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory use or *accessory* means a use of a zoning lot which is clearly incidental to the principal use of the lot and customarily found in connection with such principal use, provided this definition has no reference to off-street parking spaces or off-street loading. When the term "accessory" is used in this text, it shall have the same meaning as "accessory use." The term "accessory use" includes, but is not limited to, the following:

- (1) Residential accommodations for servants and/or caretakers.
- (2) Swimming pools for the use of the occupants of a residence or their guests.
- (3) Domestic or agricultural storage in a barn, shed, tool room or similar accessory building or other structure.
- (4) A newsstand primarily for the convenience of the occupants of a building, which is located wholly within such building and has no exterior signs or displays.
- (5) Storage of merchandise normally carried in stock in connection with a business or industrial use, unless such storage is excluded in the applicable district regulations.
- (6) Storage of goods used in or produced by industrial uses or related activities, unless such storage is excluded in the applicable district regulations.
- (7) Uses clearly incidental to a main use such as, but not limited to, offices of an industrial or commercial complex located on the site of the commercial or industrial complex.
- (8) Accessory signs, subject to the sign regulations for the district in which the zoning lot is located.

Alteration means any change, addition, or modification in construction or type of occupancy, or in the structural members of a building, such as walls or partitions, columns, beams or girders, the consummated act of which may be referred to herein as "altered" or "reconstructed."

NEW CONSTRUCTION SITE PLAN EXAMPLE AND ORDINANCE

Apartment means a suite of rooms or a room in a multiple-family building arranged and intended for a place of residence of a single family or a group of individuals living together as a single housekeeping unit.

Auto repair station means a place where, along with the sale of engine fuels, the following services may be carried out: general repair; engine rebuilding; rebuilding or reconditioning of motor vehicles; collision service, such as body, frame, or fender straightening and repair; or overall painting and undercoating of automobiles.

Basement means that portion of a building which is partly or wholly below grade but so located that the vertical distance from the average grade to the floor is greater than the vertical distance from the average grade to the ceiling. A basement shall not be counted as a story.

Bed and breakfast means a use which is subordinate to the principal use of a single-family dwelling unit where three or less sleeping rooms have been converted for guests' use for compensation. A continental breakfast may be served.

Block face means the property abutting one side of a street and lying between the two nearest intersection streets (crossing or terminating) or between the nearest such street and railroad right-of-way, unsubdivided acreage, lake, river or live stream; or between any of the foregoing and any other barrier to the continuity of development, or corporate boundary lines of the city.

Body shop means a place for the repair of automobile bodies, including bumping, painting and frame repair.

Building means any structure, either temporary or permanent, having a roof supported by columns or walls, and intended for the shelter or enclosure of persons, animals, chattels, or property of any kind.

Building height means the vertical distance measured from the established grade to the highest point of the roof surface for flat roofs; to the deck line of mansard roofs; and to the average height between eaves and ridge for gable, hip and gambrel roofs.

Building line means a line formed by the face of the building, and for the purposes of this chapter, a minimum building line is the same as a front setback line.

Club means an organization of persons for special purposes or for the promulgation of sports, arts, sciences, literature, politics, or the like, but not operated for profit.

NEW CONSTRUCTION SITE PLAN EXAMPLE AND ORDINANCE

ARTICLE XVII. - SCHEDULE OF REGULATIONS

NEW CONSTRUCTION EXAMPLE AND ORDINANCE

Sec. 44-471. - Schedule limiting height, bulk, density and area by zoning district.

The following table represents the schedule of regulations limiting height, bulk, density and area, by district:

	Minimum Zoning Lot Size Per Unit		Maximum Height of Structures		Minimum Yard Setback (Per Lot In Feet)				
Zoning District	Area In Square Feet	Width In Feet	In Stories	In Feet	Front	Each Side	Rear	Minimum Floor Area Per Unit (sq. ft.)	Maximum % of Lot Area Covered (By All Buildings)
RA-1 One-Family Residence	12,000 (a)	80 (a)	2	25	30 (b)	10 (b, c)	35 (b)	1,200	35%
RA-2 One-Family Residence	7,200 (a)	60 (a)	2	25	20 (b)	6 (b, c)	35 (b)	960	35%
RB Two-Family Residence	4,000	40	2	25	25 (b)	10 (b, c)	35 (b)	960	30%
RC Multiple-Family Residence	(d, f)	(d)	2	25	25 (e)	10 (e, j)	35 (e)	1 BR - 500 2 BR - 700 3 BR - 900 4 BR - 1,100	30%
OS-1 Office Service	—	—	—	30	20 (g)	15 (j)	20 (i)	—	—
B-1 Community Business	—	—	—	30	3 (g, n)	(h, j)	20 (i)	—	—
B-2 General Business	—	—	—	40	30 (g)	(h, j)	20 (i)	—	—
I-1 Light Industrial	—	—	—	30	40 (k)	20 (j, m)	(l, m)	—	—
I-2 General Industrial	—	—	—	40	80 (k)	30 (j, m)	(l, m)	—	—

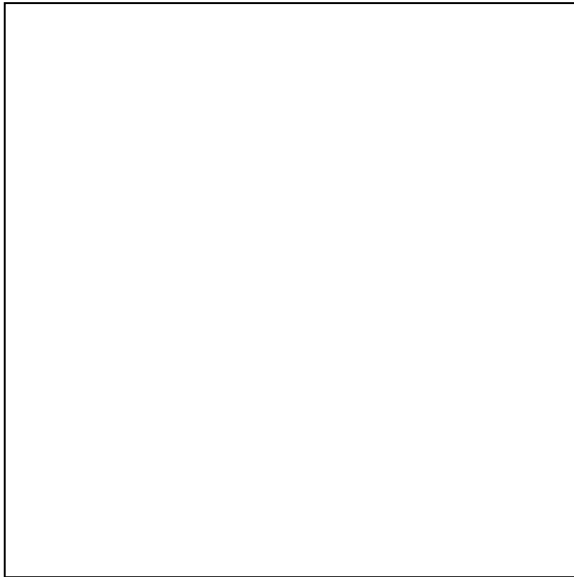
Notes to schedule of regulations:

NEW CONSTRUCTION EXAMPLE AND ORDINANCE

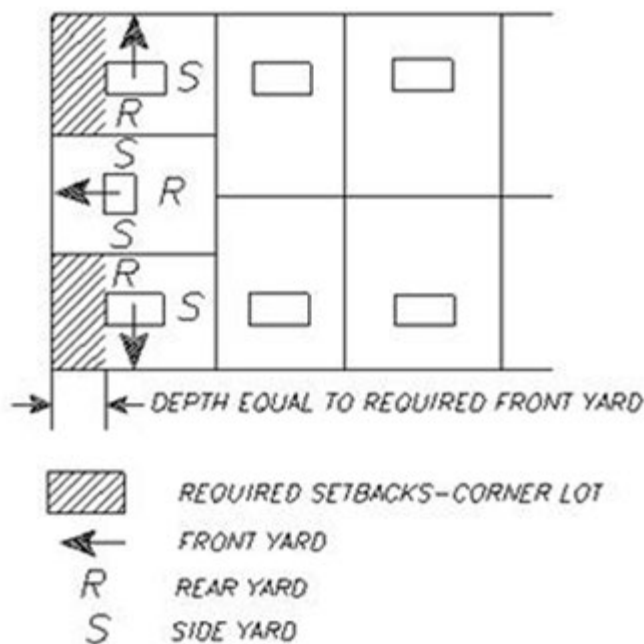
- (a) See section 44-472, Averaged lot size, and section 44-473, Subdivision open space plan, regarding flexibility allowances.
- (b) For all uses permitted, other than single-family residential, the setback shall equal the height of the main building or the setback required in this section, whichever is greater.
- (c) In the case of a rear yard abutting a side yard, the side yard setback abutting a street shall not be less than the minimum front yard setback of the district in which located, and all regulations applicable to a front yard shall apply.
- (d) The area used for computing density shall be the total site area exclusive of any dedicated public right-of-way of either interior or bounding roads.
- (e) Where more than one building occupies a single lot or parcel, the following building relationships shall be maintained:

Building Relationships	Overall Distance Between Buildings
Front to front	50 feet
Front to side	45 feet
Front to rear	60 feet
Rear to rear	60 feet
Rear to side	45 feet
Side to side	20 feet
Corner to corner	15 feet

NEW CONSTRUCTION EXAMPLE AND ORDINANCE



SIDE YARDS ABUTTING A STREET



The front and rear of the multiple-family building shall be considered the distance along the longest dimension of said building. The builder may designate the front and rear of his structures.

Every lot on which a multiple dwelling is erected shall be provided with a side yard on each side of the lot. The width of each side yard shall be increased by one foot for each ten feet or part thereof, by which the length of the multiple dwelling exceeds 40 feet in overall dimension along the adjoining lot line. No multiple dwelling shall exceed 180 feet in length. The depth of any court shall not be greater than three times the width.

(f) For the purpose of computing the permitted number of dwelling units per acre, the following lot area assignments shall control:

NEW CONSTRUCTION EXAMPLE AND ORDINANCE

Unit Type	Lot Area/Units
Efficiency	1,800 sq. ft.
1 Bedroom	2,400 sq. ft.
2 Bedroom	3,600 sq. ft.
3 Bedroom	4,800 sq. ft.
4 Bedroom	6,000 sq. ft.

Plans presented showing one- or two-bedroom units and including a den, library or other extra room shall count such extra room as a bedroom for the purpose of computing density.

- (g) Off-street parking shall be permitted to occupy a portion of the required front yard provided that there shall be maintained a minimum unobstructed and landscaped setback of ten feet between the nearest point of the off-street parking area, exclusive of access driveways, and the nearest right-of-way line as indicated on the major thoroughfare plan.
- (h) No side yards are required when two similarly zoned parcels share interior side lot lines, except as otherwise specified in the state construction code, provided that if the walls of structures facing such interior side lot lines contain windows, or other openings, side yards of not less than ten feet shall be provided. On a corner lot which has a common lot line with a residential district, there shall be provided a setback of 20 feet on the side or residential street. Where a lot borders on a residential district or a street, there shall be provided a setback of not less than ten feet on the side bordering the residential district or street.
- (i) Off-street parking shall be permitted in a required side yard setback.
- (j) Off-street parking for visitors, over and above the number of spaces required under section 44-595, may be permitted within the required front yard provided that such off-street parking is not located within 20 feet of the front lot line.
- (k) No building shall be located closer than 50 feet or the height of the building, whichever is the greater to the outer perimeter (property line) of such district when said property line abuts any residential district.
- (l) All storage shall be in the rear yard and shall be completely screened with an obscuring wall or fence, not less than six feet high, or with a chainlink type fence and a greenbelt planting so as to obscure all view from any adjacent residential, office, or business district or from a public street.
- (m) The front of the building may be built closer than three feet to the property line as long as its setback is no more than the average of the setback of buildings within 100 feet on either side.
- (n) See section 44-711(27).

NEW CONSTRUCTION EXAMPLE AND ORDINANCE

(Ord. No. 401, § 1700, 5-2-2005; Ord. No. 417, § 1a, 11-19-2007)

Sec. 44-472. - Averaged lot size.

The intent of this section is to permit the subdivider or developer to vary his lot sizes and lot widths so as to average the minimum size of lot per unit as required in this article for each one-family residential district. If this option is selected, the following conditions shall be met:

- (1) In meeting the average minimum lot size, the subdivision shall be so designed as not to create lots having an area or width greater than ten percent below that area or width required in this article and shall not create an attendant increase in the number of lots.
- (2) Each final plat submitted as part of a preliminary plat shall average the minimum lot sizes required for all lots in the district in which it is located.
- (3) All computations showing lot area and the average resulting through this technique shall be indicated on the print of the preliminary plat.

(Ord. No. 401, § 1701, 5-2-2005) Sec. 44-473. - Subdivision open space plan.

(a) The intent of the subdivision open space plan is to promote the following objectives:

- (1) Provide a more desirable living environment by preserving the natural character of open fields, stands of trees, brooks, hills and similar natural assets.
- (2) Encourage developers to use a more creative approach in the development of residential areas.
- (3) Encourage a more efficient, aesthetic and desirable use of open area while recognizing a reduction in development costs and allowing the developer to bypass natural obstacles on the site.
- (4) Encourage the provision of open space within reasonable distance to all lot development of the subdivision and to further encourage the development of recreational facilities.

(b) Modifications to the standards as outlined in this article may be made in the one-family residential districts when the following conditions are met:

- (1) The lot area in all one-family residential districts, which are served by a public sanitary sewer system, may be reduced up to 20 percent. In the RA-2 district, this reduction may be accomplished in part by reducing lot widths up to five feet. In the RA-1 districts, this reduction may be accomplished in part by reducing lot widths up to ten feet. These lot area reductions shall be permitted provided that the dwelling unit density shall be no greater than if the land area to be subdivided were developed in the minimum square foot lot areas as required for each one-family district under this article. All calculations shall be predicated upon the one-family districts having the following gross densities (including roads):
 - a. RA-1 = 2.7 dwelling units per acre.
 - b. RA-2 = 3.8 dwelling units per acre.
- (2) Rear yards may be reduced to 30 feet when such lots border on land dedicated for park, recreation, and/or open space purposes, provided that the width of said dedicated land shall not be less than 100 feet measured at the point at which it abuts the rear yard of the adjacent lot.

NEW CONSTRUCTION EXAMPLE AND ORDINANCE

- (3) Under the provisions of subsection (b)(1) of this section, for each square foot of land gained within a residential subdivision through the reduction of lot size below the minimum requirements as outlined in this article, at least equal amounts of land shall be dedicated to the common use of the lot owners of the subdivision in a manner approved by the city.
- (4) The area to be dedicated for subdivision open space purposes shall in no instance be less than two acres and shall be in a location and shape approved by the planning commission.
- (5) The land area necessary to meet the minimum requirements of this section shall not include bodies of water, regulated wetlands or land with excessive grades making it unsuitable for recreation. All land dedicated shall be so graded and developed as to have natural drainage. Part or all of the area may, however, be located in a floodplain.
- (6) This plan, for reduced lot sizes, shall be permitted only if it is mutually agreeable to the legislative body and the subdivider or developer.
- (7) This plan, for reduced lot sizes, shall be started within six months after having received approval of the final plat, and must be completed within two years unless a longer period is agreed to by the city at time of approval of the development. The term "starting" constitutes installation of public infrastructure including roads, sewer lines and/or water lines. Failure to start within this period shall void all previous approval.
- (8) Under this planned unit approach, the developer or subdivider shall dedicate the total park area (see subsection (a) of this section) at the time of filing of the final plat on all or any portion of the plat.

(Ord. No. 401, § 1702, 5-2-2005)

State Law reference— Open space preservation, MCL 125.3506.

NEW CONSTRUCTION EXAMPLE AND ORDINANCE

Procedural Manual

WHAT IS A ZONING PERMIT?

A zoning permit is an official finding by the Zoning Administrator that a planned use of a property or a proposed structure, as indicated in the application, complete with the requirements of the Zoning Ordinance.

WHEN IS A ZONING PERMIT REQUIRED?

A zoning permit is required in any of the following cases:

- A building or structure is erected or moved onto a lot in the city.
- A building or structure is enlarged or altered.
- The use of a structure or parcel changes (for example: a church is changed into a day care center, or a single-family residence is changed into two apartments).

ZONING PERMIT CHECKLIST

What is required for a zoning permit application?

- ☐ A completed and signed copy of the zoning permit application
- ☐ A completed plot plan (in triplicate)
- ☐ Application fee

What is required on a plot plan?

- ☐ The actual shape, location and dimensions of the lot.
- ☐ The shape, size and location of all buildings or other structures to be erected altered or moved and of any building or other structures already on the lot, including distances between buildings.
- ☐ The existing and intended use of the lot and of all such structures upon it including, in residential areas, the number of dwelling units the building is intended to accommodate.
- ☐ Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of the Zoning Ordinance are being observed.

NEW CONSTRUCTION EXAMPLE AND ORDINANCE

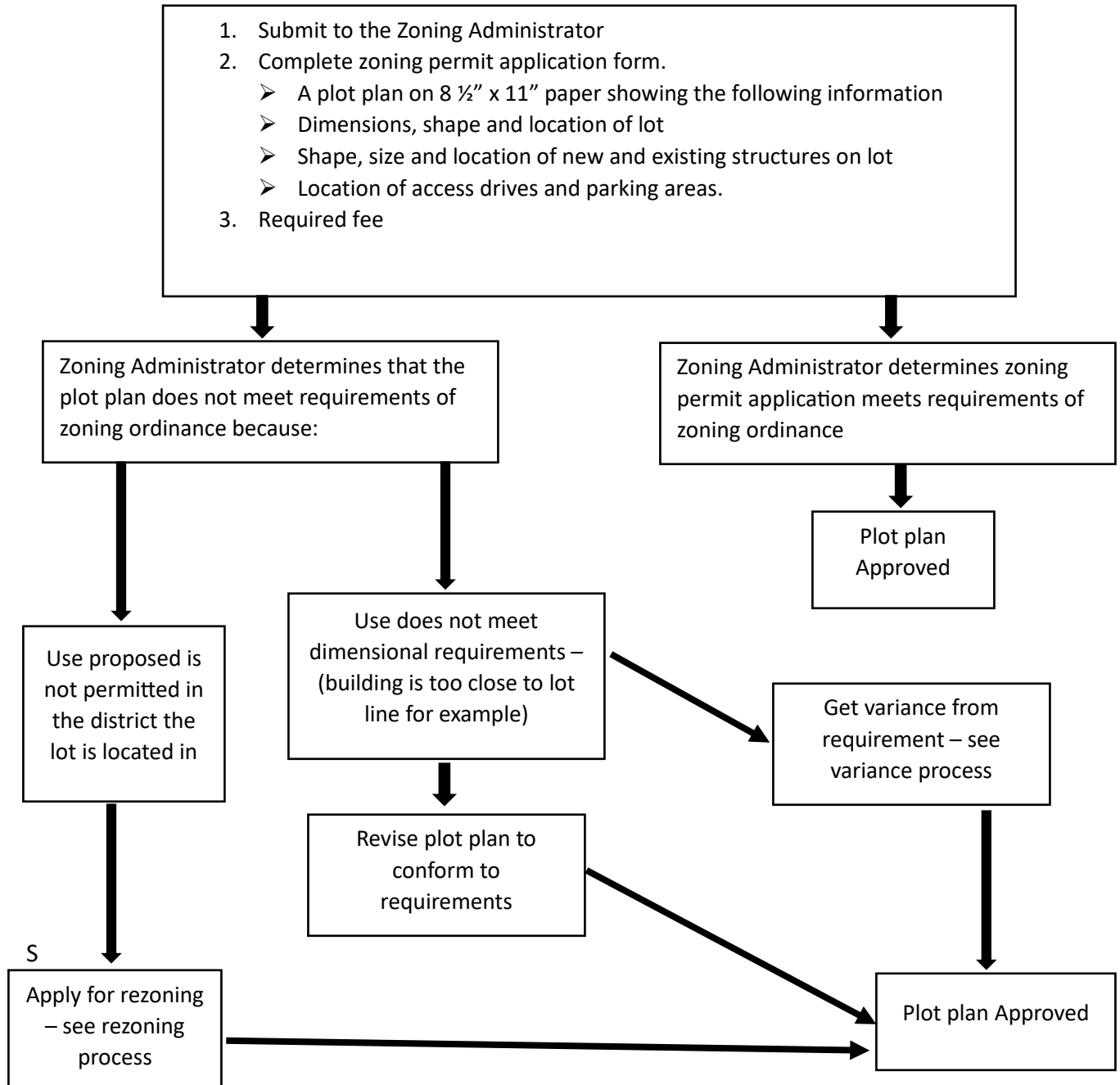
WHAT ARE THE STANDARDS FOR APPROVAL?

To be approved, a zoning permit must indicate that the planned use of a property, as indicated in the application, compiles with the requirements of the Zoning Ordinance. Specifically, these include:

- Use permitted
- Minimum lot size
- Minimum lot width
- Minimum front, side and rear yard setbacks
- Maximum lot coverage
- Maximum structure height
- Required parking spaces
- Maximum number of accessory structures
- Maximum height of accessory structures
- Minimum floor area for single-family dwellings
- Location, width and surface type of driveway/parking area
- Location and adequacy of access
- Other requirements as determined by the Zoning Administrator

NEW CONSTRUCTION EXAMPLE AND ORDINANCE

ZONING PERMIT REVIEW PROCESS



NEW CONSTRUCTION EXAMPLE AND ORDINANCE

Date _____

Application No. _____

Review Fee _____

Applicant's name _____

Address _____ City _____ State _____ Zip _____

Phone _____

Zoning District _____ Section # _____

Address of Parcel _____ Parcel # _____

Application Fee _____

Contractor's name _____

Address _____ City _____ State _____ Zip _____

Phone _____

Location, including nearest crossroads _____

Proposed Use of Parcel _____

Type of Construction/Square footage _____

Size of Parcel _____ Is this parcel over one (1) acre _____

Approximate cost of construction _____

Front Yard Setback _____ Side Yard Setback _____ Rear Yard Setback _____

Dimensions of the project Height _____ Width _____ Length _____

Intended use _____ Projected start date _____

Remarks _____

NEW CONSTRUCTION EXAMPLE AND ORDINANCE

New Construction and Addition Additional Information:

- ✓ Zoning District _____
- ✓ Total Square Foot of lot _____
- ✓ Confirm the lot square footage meets the minimum requirements _____
- ✓ Ensure the maximum height requirement has been met _____
- ✓ Must meet the requirements for front setback, start line is 33' (thirty-three feet) from center of the road or approximate from inside sidewalk _____
- ✓ Must meet the required setbacks for each side _____
- ✓ Must meet the required setbacks for the rear _____
- ✓ Must meet the required minimum square footage for the floor area _____
- ✓ Ensure the total square footage of ALL structures does not exceed the maximum percentage of allowed coverage area _____
- ✓ All Structure must meet BOLKA codes _____
- ✓ All unattached structures must have a minimum of 10 (ten) foot distance from any nearest corner _____

NEW CONSTRUCTION EXAMPLE AND ORDINANCE

Attach a scaled plot plan: Drawing may be on 8 ½" x 11" paper. Showing the following:

6. The actual shape, location and dimensions of the lot.
7. The shape, size and location of all buildings or other structures to be erected, altered or moved and of any building or other structures already on the lot.
8. The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the buildings is intended to accommodate.
9. Location of access drives and parking areas.
10. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of the Zoning Ordinance are being observed.

Please note: You are responsible for a survey to confirm your property lines. You are responsible for checking for any deed restrictions. The City of Caro Zoning Administrator nor the City of Caro will not be held liable for this information or any false information provided or withheld. Providing false, misleading, or withholding information will void all permits immediately.

Projects to be completed on or before ninety (90) days of application approval. All permits will be void after ninety (90) days, unless otherwise approved by the Zoning Administrator prior to the original ninety (90) days.

Before you dig – you MUST call MISS DIG at 811

Signature of Applicant

Date

Please print type name below signature

FOR OFFICE USE ONLY – NOT TO BE COMPLETED BY APPLICANT

Zoning Administrator's Verification of application completeness

Date

Zoning Administrator's Determination (provide date of decision)

Application approved _____

Application denied _____

Final inspection _____