



## 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, complies with the requirements of the Zoning Ordinance. A building permit shall not be issued until a zoning permit application has been submitted to and approved by the Zoning Administrator.

## WHEN IS A ZONING PERMIT A REQUIREMENT?

A zoning permit is required in any of the following cases: (Section: 36-23(c))

- Construction of a building or moving a building onto a lot.
- Additions to an existing building, including porches and deck.
- Changes in the use of a building or parcel of land. For the purpose of this provision, a change in use would be when the use changes from one of the uses as listed in the Table of Uses (see Chapter IX of this manual) to another use listed in the table.
- Changes to a nonconforming use or a structure housing a nonconforming use including interior remodeling.
- Construction of a parking lot.
- Issuance of a conditional use permit.
- Construction of an accessory structure 100 square feet in size or greater.

Application for a zoning permit must be made before construction or change of use begins. When a building permit is also required for the project, application for a zoning permit can be made at the same time.

## WHO APPROVES A ZONING PERMIT?

A zoning permit is reviewed and approved by the Zoning Administrator. An appeal of any decision by the Zoning Administrator in approving or denying a zoning permit is made to the Zoning Board of Appeals. (see Chapter VIII of this manual)

## 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
- Application fee

What is required on a plot plan?

(Section: 36-23(d))

- Dimensions of the parcel of land.
- Frontages on public or private land.
- Location and size (exterior "footprint" and height) of all existing and proposed buildings and parking areas and their distance from each other and the lot lines.
- Proposed parking space.
- Name and address of applicant.

The plot plan shall consist of a drawing on a sheet of paper no smaller than 8½ inches by 11 inches, prepared by the applicant.

Sample Plot Plan

