



COMMUNITY RESIDENCE APPLICATION

Property address: _____

Zoning of property: _____

Property owner's name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Name of applicant if different: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Operator of facility: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

24-hour contact for facility: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

What type of community residence is the proposed facility?

- _____ Personal care home
- _____ Child caring institution
- _____ Community living arrangement
- _____ Recovery residence
- _____ Structured housing
- _____ Transitional housing
- _____ Miscellaneous rooms for rent (boarding/lodging/rooming)
- _____ Other _____

THIS PAGE INTENTIONALLY LEFT BLANK

Number of residents per floor: _____

Services to be provided, if any: _____

Description of remodeling/construction: _____

The following information is required for zoning certification and occupational tax certificate (OTC):

- A copy of the recorded plat for the property;
- A site plan showing proposed site improvements including landscaping and parking;
- A floor plan of each floor of the building drawn to an acceptable architectural scale and shall show all stairs, halls, the location and size of all windows, the location and size of habitable rooms and the exits of each floor to be occupied. The intended use of every room must be indicated. For residences with 7 or more occupants (excluding employees or managers), complete architectural plans signed by a registered architect are required.

NOTE: Once the zoning is certified, a *conditional* OTC may be issued. Proof of licensing by the state (if required) must be presented within 6 months to convert the conditional OTC to permanent status. Failure to provide this documentation will void the conditional OTC.

The annual renewal of an OTC for a community living arrangement is contingent upon satisfactory operation and upkeep of the facility. The facility must not negatively impact the character of its surroundings. Exterior maintenance must be such that the structure's outward appearance is that of a residence, so as not to detract from the residential character of the neighborhood. The overall goal is that of a non-institutional setting for these types of residences. Any property that becomes a nuisance is subject to non-renewal of its OTC.

I have read and understand the above statement. Further, I also hereby depose and say that all statements herein, and attached statements submitted are true and accurate to the best of my knowledge and belief.

Sworn to and subscribed before me this _____ day of _____, 20 _____

Signature of applicant: _____

Notary Public: _____ Commission expires: _____

THIS PAGE INTENTIONALLY LEFT BLANK



FEE SCHEDULE

A. Zoning

AG (Agricultural District)	\$400
R-E (Estate District)	\$400
R-1 (Single-Family Residential District)	\$400
R-2 (Single-Family Residential District)	\$400
R-G (Single-Family Residential District in the County only)	\$400
R-MHS (Mobile Home Single-Family District)	\$400
R-3 (Single-Family & Two-Family Residential District)	\$500+\$50/acre
R-MHP (Mobile Home Park District)	\$500+\$50/acre
C-R (Community Residential Multiple-Dwelling District)	\$500+\$50/acre
C-1 (Neighborhood Mixed-Use Business District)	\$600+\$60/acre
C-2 (General Mixed-Use Business District)	\$600+\$60/acre
C-3 (Commercial District)	\$600+\$60/acre
C-5 (Office-Institutional-Residential District)	\$600+\$60/acre
C-6 (Transitional Business District)	\$600+\$60/acre
C-7 (Mixed-Use Planned-Development District)	\$600+\$60/acre
C-8 (Commercial Recreation District)	\$600+\$60/acre
M-1 (Restricted Industrial District)	\$600+\$60/acre
M-2 (Heavy Industrial District)	\$600+\$60/acre
Special Approval	\$400+\$40/acre

All properties will be rounded to the nearest full acre.

There is a \$3,500 cap on zoning/special approvals.

Site Plan Review	\$400+\$40/acre
------------------	-----------------

B. Subdivisions

1 to 2 lots	\$300
3 lots or more	\$300 for first 2 lots + \$30 per each additional lot

The subdivision application fees are for the subdividing, combining, and recombining of lots.

C. Variances

Residential	\$100
Commercial	\$400
Floodplain: Residential/Commercial	\$100/\$400

The fee is double after the fact.



D. Historic Preservation Commission

COA Rehabilitation	\$50
COA New Construction	\$100
COA Demolition/Relocation	\$250

E. Other Fees

Administrative Review	\$50
Floodplain Special Use: Residential/Commercial	\$100/\$400
Zoning Certification	\$50

F. Documents

Zoning Ordinance	\$30
Street Index	\$20
Historic Ordinance	\$10
Comprehensive Plan	\$110
Sign Ordinance	\$5
Floodplain Ordinance	\$5
Soil Erosion & Sedimentation Control Ordinance	\$5
Tree Ordinance	\$5
A disk copy of a document	\$20

First 2 sheets of documents copied is \$3.00. Additional sheets are 25¢ each.

G. Maps

City/County small map	(Blue/black line copy)	\$15
City/County medium map	(Blue/black line copy)	\$15
City/County large map		\$25
Election District Map		
Board of Education		\$10
City/County		\$10
General Assembly		\$10
Precinct		\$10
Aerial Map		\$10
Computer copy of map		\$20
Complete set of Zoning Maps		\$250

Maps created from the plotter cost \$20 per hour for labor and \$10 for each additional print.