



Instructions for Application Submittals

All applications must be submitted by the 10th of the month in order to appear on the following month's agenda of the Planning Commission or the Historic Preservation Commission. **No applications will be held or accepted** unless a complete package is submitted. Planners may hold or accept applications at their discretion in their office until complete.

A complete package consists of the following:

Zoning Applications:

- A written legal description giving the full metes and bounds description rather than plat reference.
- Copy of the deed verifying ownership status.
- An 8½" X 11" size map of the area.
- A signed and notarized copy of the application.
- A Disclosure of Campaign Contributions and Gifts form.
- A Letter of Authorization signed by the owner if submitted by someone else.
- A plat showing property lines with lengths and bearings, adjoining streets, locations of existing buildings, north arrow and scale (submit 1 copy of plat if 11" X 17" or smaller, if larger submit 20 copies).
- Appropriate fees (See fee schedule).

Historic Applications:

- Certificate of Appropriateness Application for renovations to exterior of structure (no fee required).
- Application for Removal of Demolition to demolish a structure (\$25 fee to advertise).
- Documentation in the form of floor plans or photographs, or any sample of materials to be used. A letter of authorization signed by the owner if submitted by someone else.
- A Letter of Authorization signed by the owner if submitted by someone else.

Zoning Variance Applications:

- A signed and notarized copy of the application.
- A map or drawing (8½" X 11" size) showing the proposed alteration.
- A Letter of Authorization by owner if submitted by someone else.
- Appropriate fees (See Fee Schedule).

Special Approval Applications:

- An 8½" X 11" size site plan.
- A Letter of Intent stating what will be done on the site. *and addressing criteria listed in Title II, Article 5 of Zoning Ordinance.*
- A Letter of Authorization signed by the owner if submitted by someone else.
- A signed and notarized copy of the application.
- Appropriate fees (See Fee Schedule).

Sign Variance Applications:

- A signed copy of the application.
- A map or drawing (8½" X 11" size) showing placement of proposed sign.
- No fees are required for sign variances.

Site Plan Applications:

- A signed and notarized copy of the application.
- A map or drawing (8½" X 11" size) showing what is proposed.
- Appropriate fees (See Fee Schedule).

Subdivision Approval Applications: ***

- Ten paper copies of plat.
- A signed and notarized copy of the application.
- A Letter of Authorization signed by owner if submitted by someone else.
- Appropriate Fees (See Fee Schedule).

*** There is not a deadline for submission of subdivision applications.