

# ATTENTION

## BEFORE YOU SUBMIT YOUR ZONING APPLICATION, DID YOU PROVIDE THE FOLLOWING:

- The applicant's name, address, phone number, fax number, and email address;
- The name, address, phone number of the owner if different from the applicant;
- The lot and block numbers and street address of the subject property;
- A statement of the use or intended use of the building, structure or land (single, duplex, triplex, etc.);
- The property's Zoning District;
- A current (not older than twelve (12) months), signed and sealed survey of the subject property;
- Three (3) sets of an elevation plan drawn to scale, showing the building or structure to be erected including signs to be placed thereon, their content and manner of construction;
- Three (3) sets of plot plans drawn to scale showing proposed and existing conditions related to:
  - Buildings with their dimensions;
  - Signs;
  - Parking areas;
  - Front, side and rear yard setbacks;
  - Percentage of building coverage;
  - Percentage of impervious surface coverage;
  - Floor area ratio;
  - Building height above street centerline;
  - All vegetated areas and landscaping, irrigation, and street trees;
  - Location of and screening to be used for refuse storage areas, outdoor mechanical equipment and pilings;
  - Easements of any kind;
  - Site triangle (applies to corner properties);
  - Delineate area calculations for building coverage on plot plan;
  - Provide percentage of roof pitch at 4-12 or greater
  - Grade for four corners and mid-way of lot
- Check, money order, cash, or credit card for the correct amount;
- Letter confirming approved plans from the Board Secretary.