

Dear Property Owner,

Not all projects require zoning approval. This form will assist you in determining whether a zoning permit is required.

What type of project will this be?

- Residential
- Commercial

Does your project involve? (Check any that apply)

- Erection, construction, movement, placement or extension of a building or structure?
- Erection, construction, movement, placement or extension of a sign?
- Change in the type of use or expansion of the use of a structure?
- Change in the type of use or expansion of the use of an area of land?
- Creation of a lot or alteration of lot lines?

If your project involves any of the above listed activities a zoning permit is required.

Ordinary repairs, structural strengthening, façade improvement and maintenance to existing structures that do not infringe upon a required setback may be made without a zoning permit.

Please provide information concerning your project. _____

Note: If a zoning permit is not required you may still be required to have a build permit. Contact the building code official if you have any questions.

Owner Information: _____

If you are not the owner enter your name here: _____

Property Address: _____

Telephone Numbers: Home: _____ Cell: _____

Email Address: _____

Date

Signature(s)