

APPLICATION PROCEDURE FOR ZONING PERMITS

Prior to the construction or physical development of a proposed new or used structure, or the restoration and structural improvement (other than normal repairs and minor improvements) of any existing use or structure, a zoning permit must be obtained. An application for a required zoning permit must be obtained from the Zoning Administrator.

6.11 **Contents of Application.** Among the data to be supplied by the applicant and which shall constitute the application package, the following shall be included:

- Name and address of applicant or applicants;
- Location, shape, area, and dimension of the lot, and of the proposed structure or improvement (shown on a site plan)
- Description of proposed use and of the building (dwelling, structure, barn, garage, etc) or improvement
- The proposed number of sleeping rooms, dwelling units, occupants, employees, customers, and other users;
- The yard, open space and parking space dimensions (as shown on site plan); and
- A site plan where required

6.12 **Fees.** A fee as may be set by the Village Council and listed in the Village's Schedule of Fees shall accompany any plans or application in order to defray the cost of administration and inspection.

6.13 **General Procedural Steps.** Upon submission of an application, the Zoning Administrator:

Reviews the application package within fifteen (15) days from the date of application:

- To make sure that it is the proper application for the zoning action requested.
- To see that all information is submitted.
- To determine conformance with zoning regulations

Takes one or more of the following preliminary actions:

- Requests from the applicant that any omitted or pertinent and necessary information now be submitted.
- If necessary, request the Board of Appeals (ZBA) to interpret an unclear Ordinance provision.

- Where required, review site plan according to site plan review standards for approval as set forth in Section 4.6.
- If necessary, discusses the application and site plan with the Planning Commission for advisory comments.
- Make a site inspection to verify accuracy of the application and to gather additional information.

6.14 Upon satisfaction of the standards for site plan review/approval, and of any addition requirements or conditions that may be needed to meet those standards, the Zoning Administrator shall approve site plan and issue a zoning permit. One copy of the Zoning Permit shall be returned to the owner or applicant. A performance bond may be required.

6.15 **Denial of Zoning Permit.** If the application for zoning permit is denied by the Zoning Administrator, the reason or cause for denial shall be stated in writing.

6.16 **Validity.** A Zoning Permit shall be valid for one (1) year. A valid permit is eligible for one (1) additional one-year extension granted by the Zoning Administrator as a reasonable length of time within which to begin construction.

6.17 **Inspection.** At least one site inspection by the Zoning Administrator must be held before development.