

Submission Check Lists

All applications to the Zoning Board of Adjustment must be accompanied by the following:

- _____ Two (2) sets of drawings to scale showing all details, adjoining properties affected, and all features involved in the appeal.
- _____ A letter of power of attorney, in case appeal is made by a person other than the owner.
- _____ The appropriate application fees (see Fee Schedule).

All Preliminary and Final Site Plan applications must be accompanied by the following additional items:

- _____ Supplemental Form A: Preliminary and Final Site Plan Approval
- _____ The appropriate escrow fees (see Fee Schedule).
- _____ Ten (10) full size copies of architectural and engineering drawings plus two (2) reduced size (8 ½" x 14" or 11" x 17") copies of the architectural and engineering drawings. The drawings must be to scale and include the following:
 - _____ All floor plans and building elevations including proposed materials and colors.
 - _____ All proposed uses for the building and land must be labeled.
 - _____ All egress paths – exits and entrances must be clearly illustrated.
 - _____ All wall openings must be shown – windows and doors.
 - _____ All exterior work including but not limited to:
 - _____ Existing Boundary Survey
 - _____ Proposed Site Plan
 - _____ Lighting Plan
 - _____ Utility Plan
 - _____ Soil Erosion & Sediment Control Plans
 - _____ Grading & Drainage Plans
 - _____ Landscaping Plan
 - _____ Parking and Circulation Plan
 - _____ All pertinent site work details.
 - _____ Drainage calculations as required.
 - _____ Show adjacent properties on the Site Plan.
 - _____ List all current property owners that live within 200 feet of the project site on the Site Plan.

All Minor and Major Subdivision applications must be accompanied by the following additional items:

- _____ Supplemental Form B: Subdivision Approval
- _____ The appropriate escrow fees (see Fee Schedule).
- _____ Ten (10) full size copies of architectural and engineering drawings plus two (2) reduced size (8 ½" x 14" or 11" x 17") copies of the architectural and engineering drawings. The drawings must be to scale and include the following:
 - _____ All existing and proposed conditions and structures present on the lot as set forth in Section 315-66 and 315-69 of the Zoning Ordinance.
 - _____ At a scale no smaller than 1" = 20' showing all proposed lot dimensions, building setbacks, parking areas, street identification, addresses, and the name of who prepared the plans.
 - _____ The subdivision, at a minimum, must adequately provide for streets, water supply, grading, drainage, shade trees, screening, storm and sanitary sewage disposal, garbage and other utilities necessary for essential services to residents and occupants of the land development, and survey monuments.