

# Application Submission Requirements

## Planning and Zoning Commission

Permit Type	Forms Needed	Fees	Required Application Materials	Submission Deadline
Pre- Application-	No Application	No Charge	6 copies of site plan and, if required, 6 copies of A-2 Survey	
Addition or Accessory Use- Less than 5,000 sqft.	- Initial Land Use Application - Erosion & Sedimentation Compliance Agreement	\$25.00 for each 1,000 sq. ft.	7 copies of site plans.	
Addition or Accessory Use- 5,000 sqft or Greater	- Initial Land Use Application - Erosion & Sedimentation Compliance Agreement	\$25.00 for each 1,000 sq. ft.	15 copies of site plans..	15 working days before meeting.
Location Approval	- Initial Land Use Application - DMV Form	\$100.00 plus \$60 state surtax	10 copies of survey.	3 working days before meeting.
Lot Line Revision	- Initial Land Use Application	\$30.00	12 copies of A-2 surveys and site plans.	3 working days before meeting.
Lot Certification	- Initial Land Use Application	\$30.00	12 copies of A-2 surveys and site plans.	3 working days before meeting.
Residential Unit Business Pursuit	- Initial Land Use Application - Residential Unit Business Pursuit Application	No Charge	6 copies of site plan, if required.	
Site Plan Review- Residential Single & Two Family	- Initial Land Use Application - Erosion & Sedimentation Compliance Agreement	\$25.00	6 copies of A-2 surveys and site plans.	
Site Plan Review- Additions	- Initial Land Use Application - Erosion & Sedimentation Compliance Agreement	No Charge	16 copies of site plans.	
Site Plan Review- Non-Residential New Project Less than 5,000 sqft.	- Initial Land Use Application - Erosion & Sedimentation Compliance Agreement	\$100.00 for first 1,000 sq. ft. of building area Plus \$10.00 per 1,000 sq. ft. of building up to 30,000 sq. ft. Plus \$1.00 per 1,000 sq. ft. in excess of 30,000 sq. ft. (min. \$100.00)	7 copies of A-2 surveys and site plans.	
Site Plan Review- Non-Residential New Project 5,000 sqft. or Greater	- Initial Land Use Application - Erosion & Sedimentation Compliance Agreement	\$100.00 for first 1,000 sq. ft. of building area Plus \$10.00 per 1,000 sq. ft. of building up to 30,000 sq. ft. Plus \$1.00 per 1,000 sq. ft. in excess of 30,000 sq. ft. (min. \$100.00)	20 copies of A-2 surveys and site plans. 12 copies of traffic study if required. 2 copies of all other reports	15 working days before meeting.
Special Exception- Residential Use	- Initial Land Use Application - Erosion & Sedimentation Compliance Agreement - Special Exception Application	\$50.00 fee up to three (3) family units \$10.00 per each family after three family units plus \$60 state surtax	20 copies of A-2 Survey, Site Plan and City Topographic map with parcel outlined on it. Also a legal description of property.	15 working days before meeting.
Special Exception- Non-Residential Use	- Initial Land Use Application - Erosion & Sedimentation Compliance Agreement - Special Exception Application	\$100.00 fee for first 1,000 sq. ft. of building area Plus \$10.00 per 1,000 sq. ft. of building area up to 30,000 sq. ft. Plus \$2.00 per 1,000 sq. ft. of building area in excess of 30,000 sq. ft. Plus \$60 state surtax (min. \$100.00)	20 copies of A-2 Survey, Site Plan and City Topographic map with parcel outlined on it. Also a legal description of property. 2 copies of all other reports	15 working days before meeting.

Subdivision	- Completed Pre-Application - Initial Land Use Application - Erosion & Sedimentation Compliance Agreement - Subdivision Application	A base of \$200 Plus \$250 per lot for engineering and planning review Plus \$60 state surtax	20 copies of A-2 Survey, Site Plan and City Topographic map with parcel outlined on it.	15 working days before meeting.
Zoning Map Amendment	- Initial Land Use Application	\$100.00 plus \$10.00 per acre of area Plus \$60 state surtax	15 copies of a map displaying existing and proposed zoning.	3 working days before meeting.
Zoning Text Amendment	- Initial Land Use Application	\$100.00 for one section Plus \$50.00 for each additional section or subsection Plus \$60 state surtax	15 copies of existing and proposed text.	3 working days before meeting.

#### Design Review and Preservation Board

Permit Type	Forms Needed	Fees	Required Application Materials	Submission Deadline
Design Review & Preservation Board Application	- Design Review Application - Erosion & Sedimentation Compliance Agreement	No Charge for new building or renovation review	3 copies of elevation renderings and site plan.	1st Wednesday of every month
Signs (New or Changed)	- Design Review Application - Erosion & Sedimentation Compliance Agreement or - Fast-track Signage Permit - Erosion & Sedimentation Compliance Agreement	\$25.00	3 copies of elevation renderings and site plan.	1st Wednesday of every month

#### Zone Enforcement Officer

Permit Type	Forms Needed	Fees	Required Application Materials	Submission Deadline
Letter of Zoning Conformity	- Initial Land Use Application	\$25.00		
Letter of Zoning Compliance	- Letter of Compliance Application	\$25.00		

#### Zoning Board of Appeals

Permit Type	Forms Needed	Fees	Required Application Materials	Submission Deadline
Zoning Board of Appeals- Appeal from city official	- Initial Land Use Application - Notice of Appeal Application	\$100.00 plus \$60 state surtax	10 copies of survey.	14 working days before meeting.
Zoning Board of Appeals- Variance	- Initial Land Use Application - Variance Application	\$100.00 plus \$60 state surtax	10 copies of survey.	14 working days before meeting.

#### Inland Wetlands and Watercourse Agency

Permit Type	Forms Needed	Fees	Required Application Materials	Submission Deadline
Wetlands Permit	- Wetlands Permit Application - Erosion & Sedimentation Compliance Agreement	See Wetlands Fee Schedule	15 copies of A-2 survey and site plan.	18 working days before meeting.
Wetlands Transfer Application	- Transfer Application - Erosion & Sedimentation Compliance Agreement	See Wetlands Fee Schedule	15 copies of A-2 survey and site plan.	8 working days before meeting.
Storm Water Detention	- Initial Land Use Application - Erosion & Sedimentation Compliance Agreement	1 - 10 acres \$50.00 10+ - 25 \$100.00 25+ \$250.00	15 copies of A-2 survey and site plan.	