



## REQUIRED DOCUMENTATION FOR ZONING BOARD OF ADJUSTMENT APPLICATION

- ZONING BOARD OF ADJUSTMENT APPLICATION** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. The application must be notarized with the property owner's signature. Submittal of an application does not constitute acceptance for processing until the Development Services Department – Planning Division reviews the application for accuracy and completeness.
  
- ZONING MAP SHEET** - The zoning map will be provided by the Planning Division.
  
- GENERALIZED PLOT PLANS** - Three (3) copies of a generalized plot plan, including one (1) 8 ½" x 11" copy, are required with the following information:
  - a. Legal description and street address for the property;
  - b. Location and arrangement of structures, including proposed additions or expansions;
  - c. Location and arrangement of accessory structures or buildings;
  - d. Location of streets with ingress and egress, including curb cuts and driveways;
  - e. Size and use of structures, including number of dwelling units;
  - f. Lot lines with dimensions of the areas;
  - g. Required yards and setbacks;
  - h. Utility rights-of-ways and easements;
  - i. Screening walls or fences, where required;
  - j. Retaining walls, where applicable; and
  - k. Pedestrian ways and sidewalks.
  
- STRUCTURAL AND FRAMING PLANS** – If the request is for a Carport (Special Exception K), structural plans, framing plans and elevations, drawn to scale, shall be submitted. The drawings must indicate types and colors of building materials to be used in the construction of the carport.

PLEASE NOTE: CARPORTS MUST BE CONSTRUCTED OF THE SAME MATERIAL, ARCHITECTURAL DESIGN, AND COLOR SCHEME AS THE RESIDENTIAL STRUCTURE, OPEN ON THREE SIDES, AND ATTACHED TO THE MAIN STRUCTURE.
  
- CASHIER'S VALIDATION** - Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier, 5<sup>th</sup> Floor, City Hall Building. After validation of the payment, the application form shall be returned to the Development Services Department – Planning Division. Fees are nonrefundable.

THE ZONING BOARD OF ADJUSTMENT REQUIRES THAT THE PROPERTY OWNER OR REPRESENTATIVE BE PRESENT AT THE SCHEDULED PUBLIC HEARING FOR THIS APPLICATION.

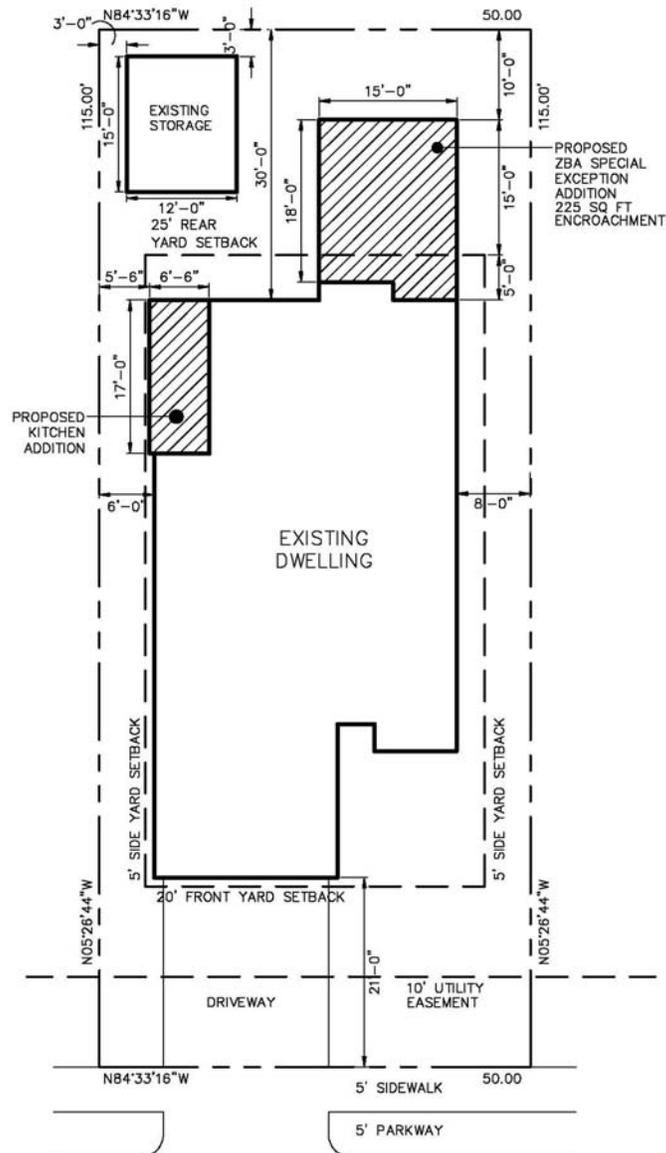
UNLESS OTHERWISE SPECIFIED, THE ZONING BOARD OF ADJUSTMENT MEETS AT 1:30 PM IN THE CITY COUNCIL CHAMBERS, 2<sup>ND</sup> FLOOR, CITY HALL BUILDING.



# SAMPLE PLOT PLAN

## Requirements:

- Legal description and street address for the property;
- Location and arrangement of structures, including proposed additions or expansions;
- Location and arrangement of accessory structures or buildings;
- Location of streets with ingress and egress, including curb cuts and driveways;
- Size and use of structures, including number of dwelling units;
- Lot lines with dimensions of the areas;
- Required yards and setbacks;
- Utility rights-of-ways and easements;
- Screening walls or fences, where required;
- Retaining walls, where applicable; and
- Pedestrian ways and sidewalks.



**ADDRESS**  
SCALE:

LEGAL DESCRIPTION:  
SUBDIVISION:  
LOT NO.:  
BLOCK NO.: