

# ZONING PERMIT APPLICATION INSTRUCTIONS

An original of the following information must be submitted. **This application is not complete and will not be processed until all of the required materials are submitted.**

- a. **The FEE for this application shall be \$25.00.**
- b. **Application form** to be completed by applicant.
- c. **Plot Plan**
  - **All existing and any new proposed buildings, additions and structures, and their dimensions, must be shown, including decks, patios, driveways, sidewalks, pools, garages and sheds.**
  - **Any new proposed buildings, additions and structures shall show the distance to the property lines from said structure (front, rear and side yards).**
  - **Size and dimensions of lot and existing proposed lot coverage.**
  - **The plot plan must be based on a survey prepared by a licensed Surveyor, Civil Engineer or Architect. For small projects (such as decks, patios, above ground pools, sheds) the blank plot plan attached hereto may be acceptable in lieu of a survey (see Page 3).**

**NOTE: An As-Built Survey and/or Foundation Location Survey May Be Required depending on scope of project.**

- d. **Scaled Floor Plans** whether new construction, alteration and/or addition.
- e. **Elevation Drawings** showing building height based on the vertical distance of a building measured from the average elevation of the finished grade adjacent to the to the exterior wall of the building to the highest point of the roof. When the finished ground level slopes away from an exterior wall, the distance will be calculated bases on the lowest points within the area between the building and the lot line or, when the lot line is more than ten feet from the building, between the building and a point ten feet from the building. (May be submitted as part of the Building Permit Application)
- f. If **Variances** were granted for the property, buildings and/or additions, submit a copy of the recorded variance with the Town Clerks stamp.



PLOT PLAN

Please include all structures and dimensions

NAME \_\_\_\_\_

Date \_\_\_\_\_

ADDRESS \_\_\_\_\_

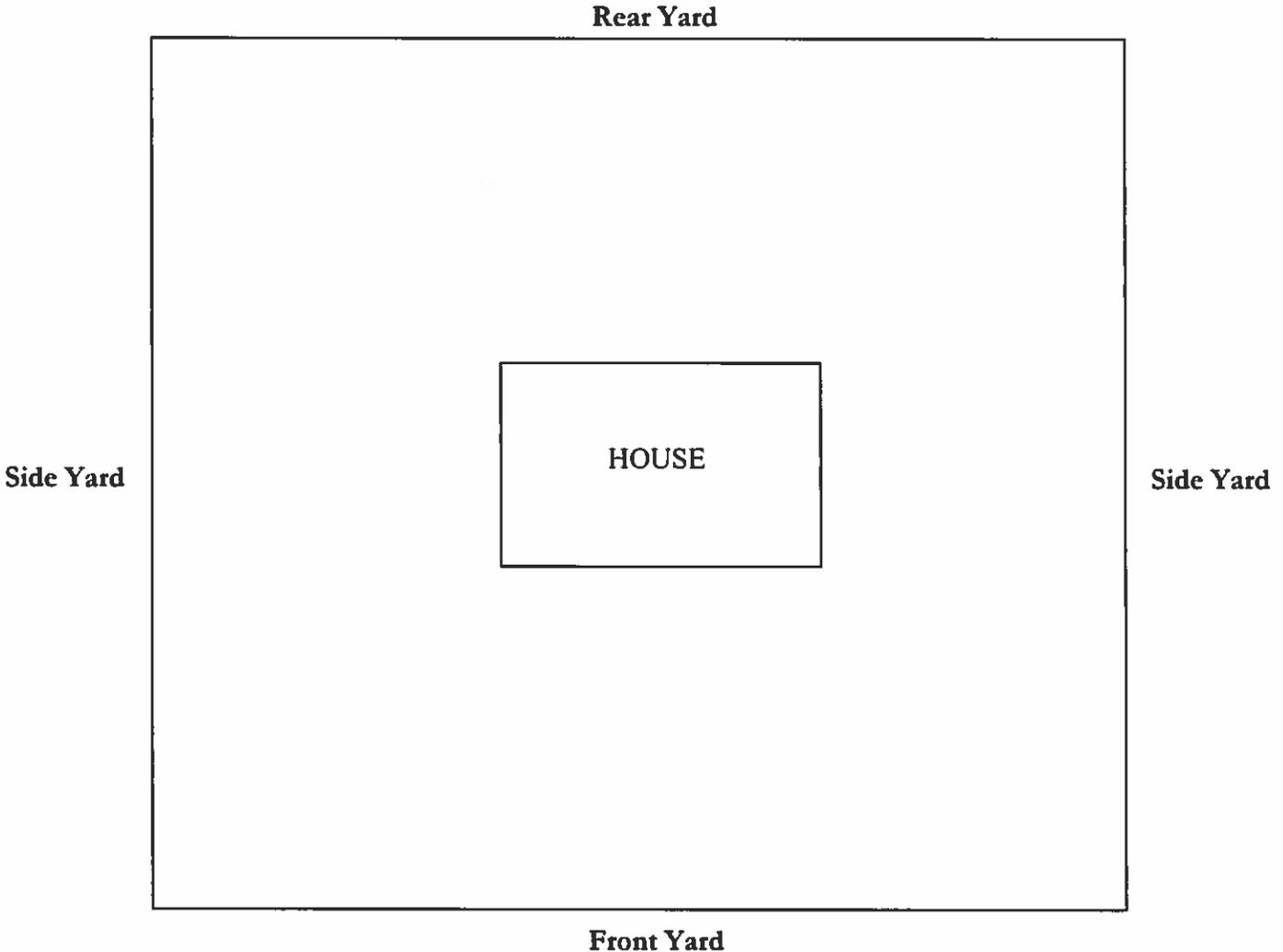
Tel. \_\_\_\_\_

PERCENTAGE OF LOT COVERAGE \_\_\_\_\_  
**(FOR ZONING USE ONLY)** Lot coverage includes all structures and paved surfaces

**DRAW IN ALL BUILDINGS, ADDITIONS, STRUCTURES, DECKS, PATIOS,  
DRIVEWAYS, SIDEWALKS, POOLS, GARAGES, SHEDS AND THEIR DIMENSIONS**

**DRAW IN NEW STRUCTURE WITH DIMENSIONS  
and DISTANCES TO ALL PROPERTY LINES**

**DRAW IN LOCATION OF WELL AND SEPTIC IF APPLICABLE**



**PROPERTY SETBACKS VARY – MOST RESIDENTIAL LOTS HAVE A  
SETBACK OF 30' FROM FRONT, 20' FROM REAR & 10' FROM SIDE  
CORNER LOTS MUST BE DISCUSSED WITH ZONING  
TO VERIFY SETBACKS**