

Date: _____
Application No.: _____
Review Fee: \$ _____

VILLAGE OF CARO

ZONING PERMIT APPLICATION

Applicant's Name: _____ Address: _____
City: _____ Zip: _____ Phone: _____
Zoning District: _____ Section #: _____
Address of Parcel: _____ Parcel #: _____
Application Fee: _____

Location, including Nearest Crossroads: _____

Proposed Use of Parcel: _____

Type of Construction/Square Footage: _____

Size of Parcel: _____

Approximate Cost of Construction _____

Front Yard Setback _____ Side Yard Setback _____ Rear Yard Setback _____

Remarks: _____

Attach a scaled plot plan: Drawings may be on 8 1/2" x 11" paper. Show the following:

1. The actual shape, location and dimensions of the lot.
2. The shape, size and location of all buildings or other structures to be erected, altered or moved and of any building or other structures already on the lot.
3. The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the building is intended to accommodate.
4. Location of access drives and parking areas.
5. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of the Zoning Ordinance are being observed.

Signature of Applicant _____ (Please print/type name) _____ Date _____

Signature of Zoning Administrator

(Please print/type name)

Date

FOR OFFICE USE ONLY

Zoning Administrator's Determination (provide date of decision):

Application approved: _____

Application denied: _____

VILLAGE OF CARO PROCEDURAL MANUAL

ZONING PERMIT

WHAT IS A ZONING PERMIT?

A zoning permit is an official finding by the Zoning Administrator that a planned use of a property or a proposed structure, as indicated in the application, complies with the requirements of the Zoning Ordinance.

WHEN IS A ZONING PERMIT REQUIREMENT?

A zoning permit is required in any of the following cases:

- ▶ A building or structure is erected or moved onto a lot in the village.
- ▶ A building or structure is enlarged or altered.
- ▶ The use of a structure or parcel changes (for example: a church is changed into a day care center, or a single family residence is changed into two apartments).

ZONING PERMIT CHECKLIST

What is required for a zoning permit application?

- _____ A completed and signed copy of the zoning permit application
- _____ A completed plot plan (in triplicate)
- _____ Application fee

What is required on a plot plan?

- _____ The actual shape, location and dimensions of the lot.
- _____ The shape, size and location of all buildings or other structures to be erected, altered or moved and of any building or other structures already on the lot, including distances between buildings.
- _____ The existing and intended use of the lot and of all such structures upon it including, in residential areas, the number of dwelling units the building is intended to accommodate.
- _____ Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of the Zoning Ordinance are being observed.

WHAT ARE THE STANDARDS FOR APPROVAL?

To be approved, a zoning permit must indicate that the planned use of a property, as indicated in the application, complies with the requirements of the Zoning Ordinance. Specifically these include:

- ▶ Use permitted
- ▶ Minimum lot size
- ▶ Minimum lot width
- ▶ Minimum front, side and rear yard setbacks
- ▶ Maximum lot coverage
- ▶ Maximum structure height
- ▶ Required parking spaces
- ▶ Maximum number of accessory structures
- ▶ Maximum height of accessory structures
- ▶ Minimum floor area for single family dwellings
- ▶ Location, width and surface type of driveway/parking area
- ▶ Location and adequacy of access
- ▶ Other requirements as determined by the Zoning Administrator.

ZONING PERMIT REVIEW PROCESS

