

Zoning Permit Application Checklist

A Zoning Permit is required for activities that do not require Building Permits, but for which it is necessary to determine compliance with zoning requirements such as setbacks, impervious surface coverage, structure height, etc.

The following items require a Zoning Permit:

- Accessory buildings that do not require a Building Permit
- Fences
- Driveways
- Temporary signs
- Sport and tennis courts
- Patios and sidewalks
- Retaining walls higher than 3 feet but less than 4 feet (no Zoning Permit required when a Building Permit is required for grading)
- Above-ground fireplaces and cooking facilities, but not including portable appliances
- Playground equipment or systems occupying more than 64 square feet of ground area or exceeding 6 feet in height
- Portable storage facilities not associated with a valid Building Permit and located on property for more than 30 days in a 12-month period
- Ground-mounted solar energy systems not requiring a Building Permit
- Grading activities located within a bluff or shore impact zone, or on steep slopes, involving movement of more than 10 cubic yards of material.

<i>Check Off</i>	<i>City Use Only</i>
_____ Survey or verifiable site plan (drawn to scale), illustrating the location of the proposed structure or improvement	_____
_____ Existing and proposed impervious surface coverages (Note: Applications that increase impervious surface coverage over 1,000 square feet require a stormwater management plan with drainage calculations)	_____
_____ Completed Zoning Application form	_____
_____ Additional information based on structure or improvement:	_____

Accessory buildings:

Provide a survey or site plan indicating the proposed location of the structure on the lot, and an elevation drawing showing dimensions, including length, width, and height. Specify the construction materials proposed to be used (exterior finish).

Driveways:

Illustrate the driveway on a survey or site plan. Provide dimensions including width at front property line and street opening. Indicate the surface material to be used (asphalt, concrete, etc.)

Fences:

See separate Residential Fence handout.

Temporary Signs:

Show proposed location on a survey or site plan. Provide a drawing of the sign, including dimensions. Indicate the proposed dates of display.

Retaining Walls:

Provide a survey or site plan indicating the proposed location of the wall and submit the type of materials proposed to be used to construct the wall.

Sport/Tennis Courts & Patios:

Illustrate the court structure on a survey or site plan, including dimensions of the surface and dimensions to property lines. Submit fence information as shown in Residential Fence handout.

Grading Activities:

Grading activities located within a bluff or shore impact zone, or on steep slopes, involving the movement of 10 cubic yards or more of material require a zoning permit. Grading projects associated with more than 400 cubic yards of material require an Interim Use Permit. Permits from the local watershed district may also be required.