Zoning Permit
Application Checklist

- ❑ The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property shall be provided stating that the applicant is authorized to represent the property owner(s) in this application.

- ❑ One (1) digital copy of the entire application. Each document needs to be saved on a cd in .pdf format in accordance with the following the naming convention:
    1. Owner Authorization Letter [ZP-OA.PDF]
    2. Completed Application Checklist [ZP-CKLST.PDF]
    3. Project Narrative [ZP-NARR.PDF]
    4. Property Owner's Association Approval Letter [ZP-POA.PDF]
    5. Vicinity Map exhibit [ZP-VM.PDF]
    6. Site Plan drawing [ZP-SP.PDF]
    7. Exhibit/Photographs [ZP-E.PDF]

- ❑ Two (2) copies of a Project Narrative providing a description of what is being proposed on the property, including how the proposed application will not be materially detrimental to persons residing or working on the subject property, and a description of how the application will be in compliance with Section 8-2 of the Zoning Ordinance.

- ❑ Two (2) copies of an Approval Letter from the Property Owner's Association.

- ❑ Two (2) copies of a Vicinity Map exhibit (8½" x 11" or 11" x 17" in size) showing the current land uses and existing businesses within 500 feet of the subject property.

- ❑ Two copies of a Site Plan drawing (can be more than one sheet) (8½" x 11" or 11" x 17" in size) including the following information:
    1. Subject property; and,
    2. Precise location of the cargo container(s) and/or donation bin(s) on the site.

- ❑ Two (2) copies of an Exhibit (or Color Photograph) showing all four sides of the proposed cargo container and/or donation drop off box.

- ❑ Application Fees: $65