

APPENDIX 2 Submittal Requirements

Zoning Permit

1. *Single-Family and Two-Family Dwellings.* All Zoning Permit submittals for single-family and two-family dwellings shall consist of the following items:
 - a. A completed application, as provided by the Town.
 - b. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 - c. A plot plan, prepared by a licensed surveyor or engineer, depicting the following:
 - North arrow, scale, location map and date prepared;
 - All adjacent rights-of-way with indication of centerline and width, and paved width;
 - Dimensions of existing lot lines, streets, drives, building lines, setbacks, structural overhangs, and building separations;
 - Identification and description of watercourses, wetlands, tree masses, and other environmentally sensitive areas;
 - Location, footprint and size of all existing and proposed buildings; and
 - Location of all existing and proposed water lines, sanitary sewer lines, septic fields, and any proposed utility easements.
 - d. Architectural details including the following:
 - Floor plans of the proposed structure (only where the dwelling includes an elevator shaft, or an accessory dwelling is associated with the proposal); and
 - Building elevation drawings depicting proposed height and building materials.
 - e. *Exception.* If the proposed dwelling is to be located on a lot of ten acres or greater and is not to be located closer than 200 feet from any property line, then a plot plan sketch document may be provided in-lieu of a plot plan prepared by a licensed surveyor or engineer.
2. *Principal Uses Other Than Single-Family and Two-Family Dwellings.* All Zoning Permit submittals for a principal use other than single-family and two-family dwellings shall consist of the following items:
 - a. A completed application, as provided by the Town.
 - b. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 - c. A survey of the subject parcel as prepared by a licensed surveyor.
 - d. Civil plans, prepared by a licensed engineer, consisting of the following:
 - Cover sheet with site data table;
 - Demolition plan, if applicable;
 - Site plan;
 - Paving, grading and drainage plan;
 - Utility plan;

- Lighting plan; and
 - Landscape plan.
 - e. Architectural details including the following:
 - A floor plan of the proposed structure;
 - Building elevations drawings depicting proposed height and building materials;
 - f. Traffic Impact Analysis (TIA), if applicable, prepared consistent with the most recent version of the Town's TIA Procedures Manual.
3. *Accessory Buildings on Residential Property.*
- a. All Zoning Permit submittals for an accessory building less than or equal to 200 square feet on residential property shall be accompanied by the following items:
 1. A completed application, as provided by the Town.
 2. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 3. A plot plan sketch depicting the following:
 - Lot boundary;
 - Location and square footage of all existing principal and accessory structures;
 - Location, square footage, and dimensions of proposed structures; and
 - Distance of the proposed structure from the front, side, and rear lot lines.
 4. Building elevations drawings depicting proposed height and building materials, or manufacturers specification sheet/details.
 - b. All Zoning Permit submittals for an accessory building greater than 200 square feet on residential property shall be accompanied by the following items:
 1. A completed application, as provided by the Town.
 2. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 3. A plot plan, prepared by a licensed surveyor or engineer, depicting the following:
 - North arrow, scale, location map and date prepared;
 - All adjacent rights-of-way with indication of centerline and width, and paved width;
 - Dimensions of existing lot lines, streets, drives, building lines, setbacks, structural overhangs, and building separations;
 - Identification and description of watercourses, wetlands, tree masses, and other environmentally sensitive areas;
 - Location, footprint and size of all existing and proposed buildings; and
 - Location of all existing and proposed water lines, sanitary sewer lines, septic fields, and any proposed utility easements.
 4. Architectural details including the following:
 - A floor plan of the proposed structure; and

- Building elevation drawings depicting proposed height and building materials.
 - 5. *Exception.* If the proposed accessory structure is to be located on a lot of ten acres or greater and is not to be located closer than 200 feet from any property line, then a plot plan sketch document may be provided in-lieu of a plot plan prepared by a licensed surveyor or engineer.
 - c. All Zoning Permit submittals for buildings for agricultural purposes shall be accompanied by the following items:
 - 1. A completed application, as provided by the Town.
 - 2. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 - 3. A plot plan sketch depicting the following:
 - Lot boundary;
 - Location and square footage of all existing principal and accessory structures;
 - Location, square footage, and dimensions of proposed structures; and
 - Distance of the proposed structure from the front, side, and rear lot lines.
 - 4. Building elevations drawings depicting proposed height and building materials, or manufacturers specification sheet/details.
- 4. *Upfits.* All Zoning Permit submittals for an upfit of an existing residential or non-residential building shall be accompanied by the following items:
 - a. A completed application, as provided by the Town.
 - b. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 - c. A floor plan depicting the existing and proposed improvements.