

Office Use Only

Date Received: _____

Permit #: _____

PID: _____

TYPE OF DEVELOPMENT (check applicable)

☐ New Construction	☐ Alteration/Renovation	☐ Demolition
☐ Fence over 6.6 ft tall	☐ Swimming Pool	☐ Change of Use
☐ Other: _____		

APPLICANT INFORMATION

Name: _____ Email: _____

Mailing Address: _____ Phone: _____

OWNER INFORMATION (If different from above)

Name: _____ Email: _____

Mailing Address: _____ Phone: _____

PROJECT INFORMATION

Civic Address/Location of Site: _____

Current Use: _____ Proposed Use: _____

Describe the Project: _____

Square Footage of Dwelling: _____ Square Footage of Accessory Structure(s): _____

Proposed Height of New Structure: _____ Estimated Construction Value (\$) _____

☐ **Site Sketch Provided (see reverse side of application) *Note this is required**

OWNER/APPLICANT DECLARATION (Read declaration below before signing)

I hereby declare:

1. That I am the owner of the land on which this development is proposed, or that I have the consent of the owner to make this application.
2. That the statements herein contained in this application are true and made with a full knowledge of the circumstances associated with this application.
3. That the plans and specifications submitted are prepared for the construction of the building(s) described in this application.
4. That any plot plans are correctly submitted and set out the dimensions and the area of land(s) described in this application, and the relation of the location of the proposed building(s) to the street line and all other property lines.

Signature: _____ Date: _____ (MM/DD/YYYY)

SITE SKETCH

Prepare a site sketch in the area below showing:

- ☐ Property boundary lines
- ☐ Existing buildings/structures (size, shape, distance from property lines)
- ☐ Proposed buildings/structures (size, shape, distance from property lines)
- ☐ Location of any driveways, watercourses, easements if applicable

Example Site Sketch

