



Zoning Certificate

PROCEDURE

Application:

The applicant shall file one (1) legible application with the Development Department including all items listed below. *Each and every question shall be fully answered.*

Attachments:

The following information shall accompany the application:

1. **Letter of Intent: (Only for New Business or Use)**

Include the following information:

- a. Owner & Lessee name, photo copy of license, phone number, & mailing address.
- b. Two(2) emergency contact names & phone numbers.
- c. Business Name & Federal & State Tax ID#/EIN#.
- d. Statement of nature of business including hours of operations, number of employees, available parking spaces, etc.

2. **Site Plan:**

Include the following information:

- a. A Site Plan of location of improvement(s). The application shall be accompanied by one (1) copy of a site plan or, if obtaining a building permit from Montgomery County, attach three (3) 11"x17" copies of detailed Site Plan including Side Elevations. Site Plan should include:
 - b. The boundaries and dimensions of the lot, including the size and location of existing and proposed structures; including existing/proposed easements, etc.
 - c. The proposed use of all parts of the lot and structures, including access ways, walks, off-street parking, loading spaces, trash disposal, landscaping, etc.
 - d. New Construction: Proposed topography and grading. This should include erosion control measures.
 - e. Any existing/proposed features that will impact approval.

FEES

New Construction, Additions, Accessory Structures (<i>200 sq.ft. or above</i>)		\$1.00/\$1,000.00 construction cost; min. \$50.00
Accessory Structures (<i>less than 200 sq.ft.</i>), Deck/Patio, Patio Cover, Driveways/Sidewalks		\$40.00
Swimming Pool		\$100.00
SIGNS	Permanent	\$50.00
	Portable	\$50.00+\$50.00 refundable bond

NEXT STEPS...

Once the building, structure, or addition is constructed, built, moved, remodeled or reconstructed, please contact the Development Department to perform final inspection and if approved, obtain a ***Certificate of Completion***. This inspection is also required for the new use of structures.



APPLICATION WILL ONLY BE ACCEPTED IF EACH AND EVERY QUESTION IS FULLY ANSWERED AND ATTACHEMENTS INCLUDED.

Zoning Certificate#:	_____	Date Received:	_____	Reviewed By:	_____
ZC Fee \$	_____	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check#	_____
If applicable, BZA Case#:	_____	Approval Type:	_____		

Zoning Certificate Application

Applicant: _____ Phone: _____

Applicant Address: _____

The applicant is the: Owner Contractor Other: _____

Property Address: _____

Parcel ID#: _____ Zoning District: _____

Proposed Improvement/Use:

- Accessory Building Commercial – Bldg. or Use Sign – Permanent(see pg3)
- Addition - Attached Driveways/Sidewalks Sign – Portable(see pg3)
- Addition – Deck/Patio Residential - New Swimming Pool
- Other: _____ Est. Construction Cost: \$ _____

New Construction Sq. Ft.: _____ New Construction Height (from grade): _____

New Construction Material(s)/Color: _____

Describe how this improvement is to be used: _____

Existing Structures (Not including proposed):

- Accessory Building/Shed (Approx. Size): _____ Other: _____
- Deck/Patio (Approx. Size): _____ None

I hereby authorize and grant to the City of Clayton officials and employees the right to come onto the above described property for the purpose of inspecting and evaluating the premises regarding this application. I further release said City officials and employees from any and all liability during said inspection and related matters.

I swear that the above information and attached exhibits, to my knowledge, are true and correct. I understand that if the information on this application is not correct or complete, the result may be the invalidation of the approval and all subsequent permits issued in conjunction with this approval.

Applicant's Signature *If applicant is not the owner, please provide contract to perform services. Date

Send Zoning Certificate via:	<input type="checkbox"/> Call/Pick-Up <input type="checkbox"/> Email: _____ <input type="checkbox"/> Fax: _____
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Sign Application

Party Responsible for Sign: _____ Phone: _____

Address: _____

Property Owner Name: _____ Phone: _____

Contractors Name: _____ Phone: _____

Sign Information:			
Type of Sign:			
<input type="checkbox"/> Free Standing	<input type="checkbox"/> Ground Mounted	<input type="checkbox"/> Wall Mounted	
<input type="checkbox"/> Portable Sign:	Placement Date: _____	Removal Date: _____	
<input type="checkbox"/> Other:	_____		
Sign Classification:			
<input type="checkbox"/> Advertising Sign	<input type="checkbox"/> Directional Sign	<input type="checkbox"/> Identification Sign	
<input type="checkbox"/> Other:	_____		
Sign Faces:	<input type="checkbox"/> Single	<input type="checkbox"/> Double	<input type="checkbox"/> Other: _____
Sign Illumination:	<input type="checkbox"/> Internal	<input type="checkbox"/> External	<input type="checkbox"/> None
Sign Size:			
Square Footage(per side):	_____	Height(from grade):	_____
Sign Setback from roadway:	_____		

PORTABLE SIGN BOND - A fifty dollar (\$50.00) cash bond is required to be held by the City of Clayton upon the issuance of a portable sign permit. Portable signs removed within forty-eight (48) hours of the expiration date of the portable sign permit issued for that particular sign shall have the bond returned. All bond return checks will be mailed to the applicant identified above. Any portable sign not removed within forty-eight (48) hours of the expiration of the portable sign permit shall have the bond forfeited to the City.

I hereby authorize and grant to the City of Clayton officials and employees the right to come onto the above described property for the purpose of inspecting and evaluating the premises regarding this application. I further release said City officials and employees from any and all liability during said inspection and related matters.

I swear that the above information and attached exhibits, to my knowledge, are true and correct. I understand that if the information on this application is not correct or complete, the result may be the invalidation of the approval and all subsequent permits issued in conjunction with this approval.

Applicant's Signature

Date

***A site sketch is required for portable signs.**