



ZONING PERMIT APPLICATION

Permit Ref#: Date: Job Address: Owner: Owner Ph:

Contractor Information (NOTE: If owner is doing work leave this section blank):

Contractor: Address: Phone Number: City: State: Zip: **Type of Work Being Done:**

- Driveway (New or Addition) Patio Fence
- Retaining/Decorative Wall Walkways Other:

By submitting this permit the applicant above agrees to comply with all applicable codes, statutes, ordinances, and with all the conditions of this permit. Further, applicant agrees to allow City staff reasonable access to the property affected by this permit, if necessary, to verify compliance with the applicable Municipal Codes and understands that the issuance of this permit creates no legal liability, expressed or implied, on the Department or Municipality and certify that all the above information is accurate.

SCHEDULE OF FEES

Base Fee (\$20)	<input style="width: 95%;" type="text"/>
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<i>Triple permit fees will be assessed if work is started without a valid permit.</i>	TOTAL	<input style="width: 95%;" type="text"/>
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PERMIT REQUIREMENTS

Driveway, Patio, Walkway, Sidewalk: Includes all surfaces such as concrete, asphalt, gravel, and pavers. Driveways must be located at least three (3) feet away from the side and rear lot lines. Driveways cannot be located within any easement on record for your property. All lots need to maintain 75% of the lot as open space (Consider this when drawing new impervious surfaces).

Fence: Fence panels cannot exceed six (6) feet in height, with an additional six (6) inches being allowed for ground clearance and post/cap height. Total height of the entire fence system cannot exceed 6 foot 6 inches (as measured from grade to the tallest point of the fence or post/cap). These fences can be placed anywhere on a lot and may be placed up to the lot line. Fence systems with a total height greater than six and a half feet (6.5') are to be located in conformance to the height, offset, and setback requirements of the zoning district in which it is located. In vision corner easements/setback areas (corner lots), no fence shall be permitted which exceeds 2 1/2 feet above the elevation of the center of the street intersection, except for open fences through which there is clear vision. Fences in residential districts must be constructed out of materials that are traditionally found in residential areas. Decorative side of the fence (if applicable) must face your neighbor's property.

Retaining Wall: Walls can be located anywhere on a lot provided however, that no individual wall shall exceed six (6) feet in height, and a terrace of at least 1/2 the height of the tallest wall in width shall be provided between any series of such walls. Any walls along street frontage must be located at least three (3) feet away from the property line.

Submittal Requirements-

~The proposal must be clearly drawn to scale with detailed dimensions on a Plat of Survey of the property. The survey needs to show all of the footprints of all existing structures and all existing concrete and asphalt. The distance of proposals to the lots lines should also be shown on the survey. Again, 75% open space on a lot must be shown.

~For a fence you also need to submit a drawing, picture, photo, or description of what the fence will look like, what it will be constructed out of, and also note how tall it will be (including the posts and fence).

~For a retaining wall you also need to submit a drawing or description of what the wall will entail and also note the maximum height of each wall and spacing in between walls.

Other Notes:

~Always check with your homeowner's association covenants to ensure that the items you may be seeking approval for are allowed within your subdivision.

~ Permitted items cannot be located within any easement on record for your property.

~If you are replacing your driveway and you have a culvert under it, it is suggested that call the Public Works Department at (262) 679-4128 to setup a free inspection to make sure the culvert is not failing or needs to be replaced.