## ZONING PERMIT APPLICATION INSTRUCTIONS FOR

## SINGLE FAMILY, RESIDENTIAL, DUPLEXES, AND ACCESSORY STRUCTURES

- 1. The physical location of land proposed for use in this application must be located with an accurate address.
- 2. The Owner or owners of the subject property must sign the application.
- 3. The application must contain all of the necessary information needed to fully understand your request and any related problems. Be concise and include any details that will help explain your request.
- 4. The tax map number or legal description of the property must be on the application. Tax map numbers are available from the Zoning Administrator, the Commissioner of Revenue, or at <a href="http://netgis.washcova.com/">http://netgis.washcova.com/</a>.
- 5. The Site Plan needs to include the following data:
  - 1. The shape and dimensions of the plot to be built upon;
  - 2. The location and dimension of any buildings and other improvements existing and proposed;
  - 3. Any proposed alterations and/or additions;
  - 4. All distances from structures to property lines;
  - 5. All streets/roads adjoining the property;
  - 6. Driveways and parking areas shape, dimensions, and number of spaces;
  - 7. Yard requirements (setbacks) for residential districts are 30 feet in the front and 15 feet on each side.

Note: Three (3) copies of a site plan must be submitted with the zoning application.

- 6. Attach any additional documents, maps, drawings, pictures or related information that will help explain your application.
- 7. Recorded plats are not required; however, they are recommended by the Zoning Administrator. If available, a recorded plat should be submitted with the application.

## **Notice:**

If a building or structure is being built, before the Zoning Administrator can approve the application, the proposed building or structure will need to be staked or marked in an easily identifiable manor.