

No Zoning Certificate application will be accepted for review without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Zoning Administrator.

1. A site plan sheet detailing proposed improvements to the site. Said plan should include the following (where applicable):

- a) The location and dimensions of the subject property lines, public rights of way, and easements;
- b) The location and dimensions of all buildings, structures and trash enclosure areas;
- c) The location, dimensions and surface materials of parking areas, drives, public streets, sidewalks, loading areas, outdoor storage or display areas, and outdoor dining areas;
- d) The distance from property lines and the right of way of all buildings, structures, parking areas (including adjacent drives);
- e) The height of all proposed structures;
- f) The location, height and style of all fencing and walls;
- g) To obtain a map of your property to use as a site plan, please visit this [link](#).

FENCE:

A **scaled** site plan must be attached to this application showing the location of the fence on the property. For most applications, the site plan must be legible, to scale, and show the following:

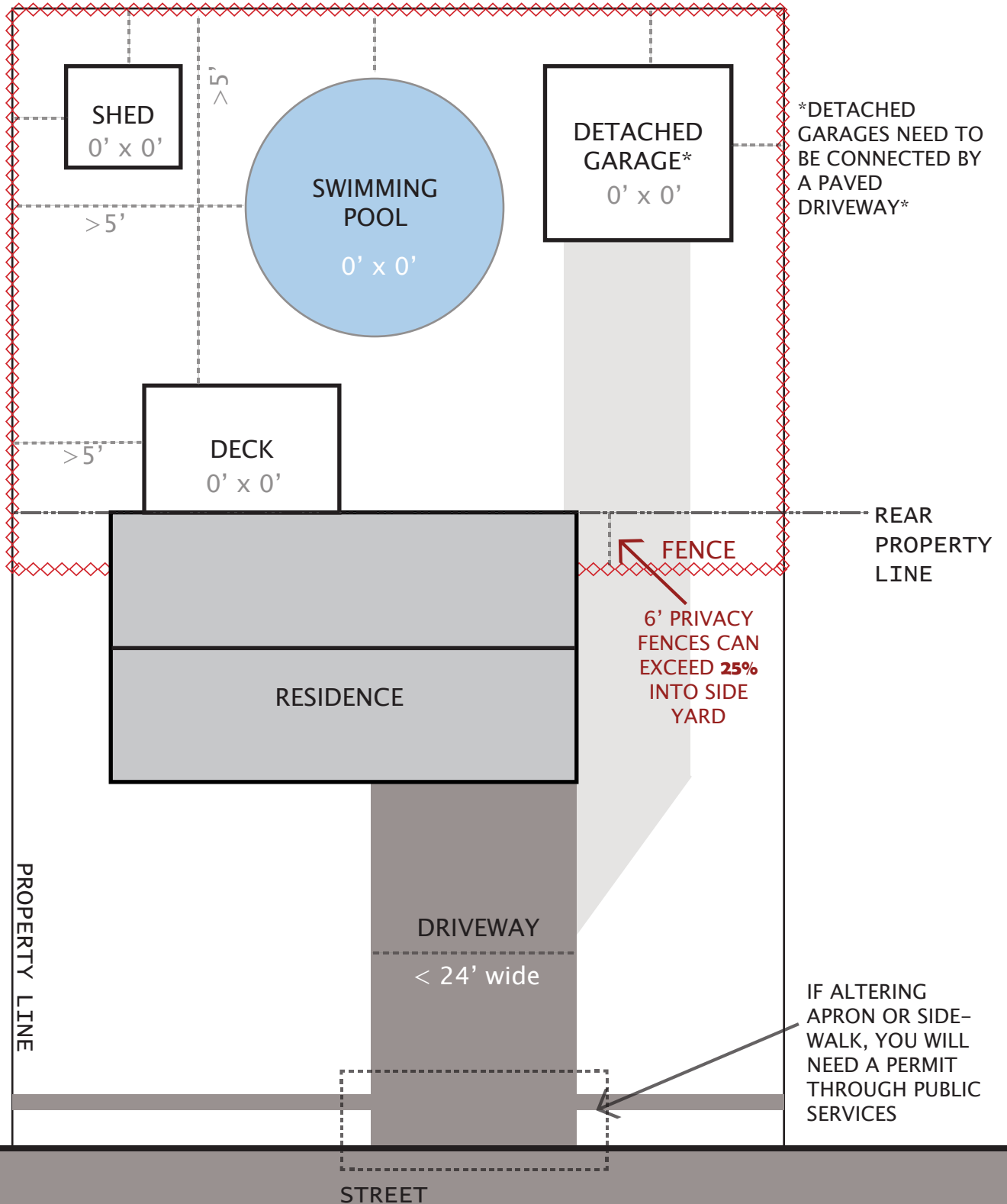
- The location of the fence
- The location of property lines, buildings, drives, existing fencing to remain, and other significant features
- Where there are different types of fence, the height, material, style, color, and opacity of different fencing

A base map for the site plan can be a site survey, map from the County Auditor's website which may be obtained [here](#).

SITE PLAN EXAMPLE

PLEASE MAKE SURE ALL PROPOSED STRUCTURES HAVE DIMENSIONS AND SETBACKS CLEARLY ON SITE PLAN(S).

ALL ACCESSORY STRUCTURES NEED TO BE AT LEAST 5 FEET FROM THE SIDE & REAR PROPERTY LINES



Example Site Plan:

