

Date Received: \_\_\_\_\_ Initials of Zoning Staff: \_\_\_\_\_

Date application deemed complete: \_\_\_\_\_ Initials of Zoning Staff: \_\_\_\_\_

## Checklist for Conditional Use Applications

(everything must be completed before the application will be processed and sent to public hearing)

### Application Information

- Name of property owner
- Mailing address, city, state, zip code
- Telephone number, email address
- Full legal description of property, tax parcel number
- Property or site address
- Current zoning district
- Signature

### Building or use information

- Lot size
- Description of type of land use proposed
- Type of construction, estimated cost
- Proposed building size
- Surrounding land use
- Impact on other properties
- Access to property, any new roads required
- Sewer system type

### Addition sheets required

- Survey map if surveyed. May be available in the Register of Deeds Office.
- Building plans; front and side views, color and material used on exterior, length, width and height dimensions of building, roof pitch, overhangs and location of all doors and windows
- Site plan, accurately drawn to scale, showing and labeling:
  - Scale and direction arrow
  - Boundaries and dimensions of property
  - Locations and dimensions of all existing and the proposed building on the property
  - Distance between proposed structure and the ordinary high water mark of any navigable waterway
  - Distances between structures and lot lines
  - Distances between structures and centerlines of abutting streets and highways
  - Location of well
  - Location of septic system and setback dimension of proposed structure
  - Proposed erosion control and stormwater management provisions if required
  
- I have been made aware I need to contact the town for their application process if any

The Iron County Zoning Department has drafted this checklist as a guide to ensure applications provide the necessary data for the Zoning Committee to make an informed decision. As a guide, it is not all-inclusive; unique situations may require additional information not listed above. If the applicant has additional information that is pertinent to the application, it will be submitted with the application. If the Zoning Committee determines an applicant has NOT provided sufficient information to make a decision on an application, it may affect the timeline or outcome of the hearing. If conditions are placed at the hearing, proof of the applicants ability to meet such conditions may be requested before being permitted by the Zoning Department.

Signature of applicant or agent: \_\_\_\_\_ Date: \_\_\_\_\_