Zoning Certification Application
Submittal Requirements

☐ 1. Completed Application
☐ 2. Detailed Letter of Explanation and justification for the proposed project.
☐ 3. Statement of Legal Interest (download form). Form must be completed by the legal owner of record.
☐ 4. Detailed Site Plan which includes:
   a. Scale (not smaller than 1” = 30’ unless otherwise approved)
   b. All existing structures labeled as to existing and/or proposed uses
   c. All proposed structures, labeled as to use
   d. North arrow
   e. Size of parcel (acres or square feet)
   f. Property boundary/property lines and all required setbacks with dimensions
   g. Name of applicant, plan preparer, project name and project address on title block
   h. Special features such as pedestrian paths, berms, retaining walls, or fencing
   i. Parking areas with stalls shown and garage door widths
   j. Locations and widths of right-of-way, easements, canals, ditches and subdivision lines
   k. Location and sizes of any loading areas, docks and ramps
   l. Proposed locations and types of lighting
   m. Trash storage areas and exterior mechanical equipment, together with proposed screening method
☐ 5. Landscape Plan which includes:
   a. Scale (The landscape plan should be the same scale as the site plan)
   b. Type, size and location of all existing & proposed plant materials and other ground covers. The size of plants at planting and maturity should be included.
   c. Existing vegetation labeled to remain or to be removed with landscaping on adjacent properties by area(s) to be considered. If removing trees, a detailed tree mitigation plan is required.
d. Method of irrigation

e. Cross-sections through areas of special features, berms, retaining walls, etc.

f. Footprints of all structures to be constructed

☐ 6. Building Elevations, to scale which include labeled materials and colors compatible with the primary structure. Colored photographs may be substituted for colored elevation drawings when an existing structure is to undergo minor exterior alteration, and the photos depict the design material/colors of the new construction.

☐ 7. Floor Plans, to scale, with sizes and types of interior spaces indicated.

☐ 8. Site Photos, colored and labeled.