

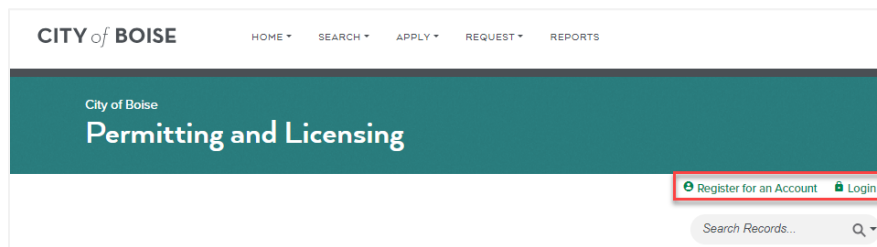
HOW TO

Submit a Type 1 Application

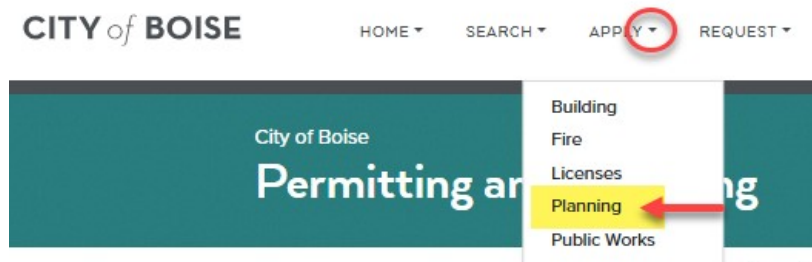
This guide will provide the steps to create a Planning Type 1 application on the Permitting & Licensing system. Planning Type 1 applications include the following:

- Addressing Review
- Temporary Use
- Zoning Compliance Review
- Zoning Verification Letter

1. Login or register for a public user account on the [Permitting & Licensing site](#).



2. At the top of the screen, click “**Apply**” and then select “**Planning**”.



3. Click the arrow next to “**Type 1 Applications**” to expand the list of options.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

► Start Your Planning Project Here

▼ Type 1 Applications

- ☐ Addressing Review
- ☐ Temporary Use
- ☐ Zoning Compliance Review
- ☐ Zoning Verification Letter



4. Select your desired application type and then click "**Continue**" to complete the required fields for the application:

- **Addressing Review**

The Addressing Review Type 1 Application is used to submit addressing requests such as a Change in Address Number, Change in Street and Address, County Addressing Area of Impact, Number Additional Address, Unaddressed Parcel, Variance from Address Ordinance. It is not used for addressing parcels in a new subdivision. That is built into the Subdivision application process.

- **Temporary Use**

Temporary Use applications are reviewed administratively by the Planning Team for compliance with the Zoning Ordinance. Temporary uses include temporary buildings, temporary display and sales of merchandise, model homes, trailers, activities, or uses incidental to new construction, seasonal uses (fireworks stands, Christmas tree lots, and produce stands, etc.) and other temporary uses as determined by the Planning Director.

- **Zoning Compliance Review**

A Zoning Compliance Review is required to confirm compliance with the zoning code. These are reviewed and approved administratively by the Planning Team.

There are several applications which fall into this category, including but not limited to:

- Manufactured Homes
- Home Occupations
- Schools in Mixed-Use zones
- Temporary Uses
- Minor exterior changes to commercial buildings or Multiple-Family Dwellings
- Accessory structures over 1,000 square feet in area and over 22 feet in height
- Commercial fences

- **Zoning Verification Letter**

Zoning Verification Letter applications are reviewed administratively by the Planning Team. Letters are typically requested to confirm the zoning, adjacent zoning, permitting history, code violations, uses, parking requirements, and overlay zoning for a specific property.