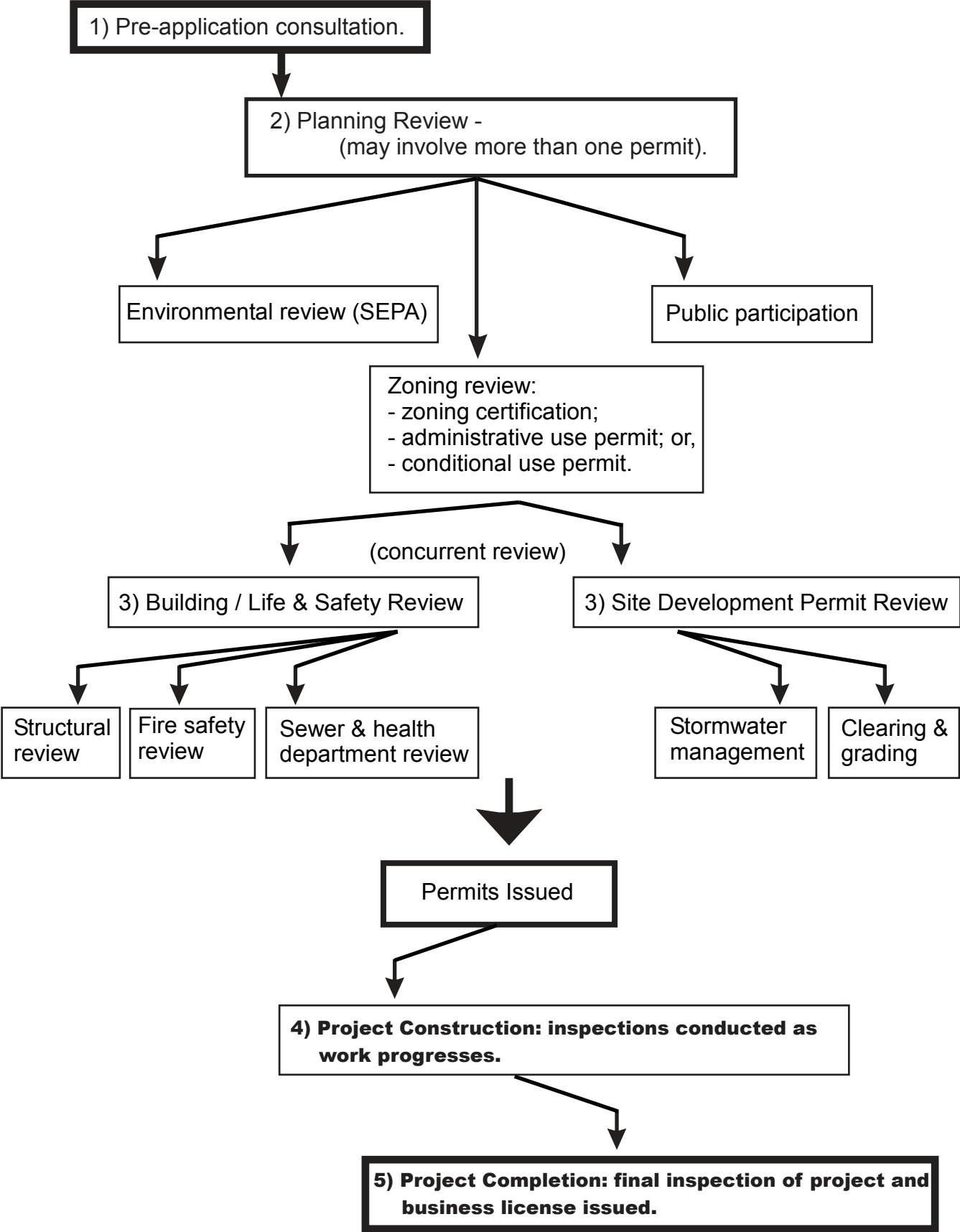


Permit Application Process



Your Application - Helpful tips to ensure successful projects.

- Pre-application consultation - this is where you get answers to your questions & information about fees & anticipated project cost.
 - The more information you provide, the better answers you will receive.
- The application - it is not “just a form.” Information in your application is the “starting point” of review.
 - 1) Explanation of the project and the anticipated impacts.
 - 2) Project plans, environmental reports and other project-related information.
 - 3) Communicates your proposal and demonstrates how your proposal complies with applicable regulation (protects the public health, safety and welfare).
- Be thorough. Planners will subsequently visit the site and will require supplemental documentation when information provided is lacking. (This usually costs time!!).
 - Information in your application is all the decision-maker will know, and is what his decision will be based on.
- The zoning code has specific standards for parking, landscaping, building and site design and signage.
 - Prior to pursuing a project, inquire about these regulations in order to better anticipate total project cost.
- Communicate with your neighbors early on.
 - Anticipate neighbors’ concerns and work to minimize impacts to surrounding properties. Early communication helps establish positive rapport.
- Be prepared to provide additional studies regarding environmental issues.
 - Commonly requested studies: traffic studies, tree surveys, wetland analysis reports, geo-technical reports, etc.
- Submit applications to other agencies ASAP (sewer, health, etc.).
- Building permits may be required to be prepared by a design professional.
- The process of showing building code compliance is “by the book” (International Building Code).
- Be prepared to construct street frontage improvements.
- Have your contractor present when permits are ready to be issued.
 - Contractor needs a contractor license, state and city business license and insurance.