



Zoning Permit Application

While most building projects require a Building Permit, some, due to size or other factors, will require a Zoning Permit. A Zoning Permit is oriented to the **lot** and how a proposed building/structure including a fence will be located on the lot. Zoning Permits consider setbacks, size, lot coverage, and other City ordinances or regulations.

Complete this form and return it to City Hall along with the permit fee, and (if applicable) for the project a Site Plan.

APPLICANT & PROJECT INFORMATION

Property Owner

Address

Phone

Email

Work performed by (contractor, self, etc.)

Phone

Type of project

- ☐ Storage Building – Size: _____
- ☐ Fence – Height & Type: _____
- ☐ Other – Describe: _____

Describe project, materials, etc.

Proposed start date

Proposed completion date

Proposed building/structure size

Width

Length

Height

Sq.Ft.

Lot dimensions

Front yard

Side yard (R)

Side yard (L)

Rear yard

Setback

The minimum horizontal distance between any portion of a structure or proposed structure and a property line, right-of-way, or easement.

Minimum required setback (R-1)

Front yard

Side yard (R)

Side yard (L)

Rear yard

Accessory building/structure setback

20'

10'

10'

10'

Proposed building/structure setback

Front yard

Side yard (R)

Side yard (L)

Rear yard

☐ **Site plan required** – A site plan is required with most zoning permit applications. See the back of this form for site plan requirements.

Property pins & property lines – It is the responsibility of the property owner to know the location of their property pins and property lines. If property pins cannot be located and property lines cannot be determined it is the responsibility of the property owner to have the property surveyed.

I hereby make application to the City of Courtland for a Zoning Permit. The information provided on this application and any accompanying documents is complete, accurate, and correctly states my intentions. I understand that if the Zoning Permit is granted, subsequent construction must be completed in accordance with the information provided herein and must comply with the City of Courtland Zoning Ordinance.

Applicant signature _____ **Date** _____

CITY USE ONLY

Zoning district

Other zoning requirements

Variance

Conditional Use

Other

☐ Yes

☐ Yes

☐ Yes

☐ No

☐ No

☐ No

Comments

SITE PLAN REQUIREMENTS

A Site Plan is required with certain Building Permit Applications and with most Zoning Permit Applications. When completing your Site Plan, include the information listed below and use the Site Plan Example below as a reference.

1. Name, street address, and date.
2. North Arrow.
3. Property lines and lot dimensions.
4. Location, dimensions, and setback of all existing buildings and structures on the property.
5. Location, dimensions, and setback of the proposed building/structure.
6. Location of all adjacent streets, sidewalks, driveways, alleys, waterways, etc.
7. If applicable, location of all existing and proposed water lines, sanitary sewer lines, and storm water drainage systems.
8. Other information as may be requested or required.

Name

Address

Date

SITE PLAN EXAMPLE

R-1 General Residential District

