

### 307. ZONING CODE: ZONING PERMIT

Zoning Permits will be issued by the City provided that plans for the permitted project have been submitted and reviewed by the City and that the plans meet the standards set out in Chapter 302 of the Zoning Code.

307.010 Application. An applicant may apply for a Zoning Permit by filling out a form obtained from the City Office and paying the fee set in the Fee Schedule. The application must at a minimum:

- a. Identify and describe the work to be covered by the permit.
- b. Describe the land on which the proposed work is to be done, by lot, block, tract, and house and street address, or similar description that will readily identify the proposed work.
- c. Indicate the use or occupancy for which the proposed work is intended.
- d. Be accompanied by the following plans:
  - i. Drawing to scale, showing the location of the proposed work and all existing structures, buildings, and improvements on the property.
  - ii. Elevation drawings if the structure has a height dimension (i.e., is not a driveway, walkway, etc.)

The City may require additional information necessary to review the application.

307.020 Review and Determination. The City will review the application and issue a permit provided that the work to be done meets the requirements of the Zoning Code. If the work to be done does not meet the requirements of the Zoning Code, the application will be denied.

307.030 No Construction Before Permit Issued. No person shall begin construction of a project for which a Zoning Permit is required unless and until the Zoning Permit is issued.

307.040 Time limit for completing the work. A Zoning Permit shall be valid for one (1) year from the date of the permit.

**"AMENDED BY ORDINANCE 2005-1; APRIL 12, 2005."**

"Amended BY Ordinance 2022-10-01: January 25, 2023."