
ZONING APPLICATION FORM

APPLICATION FOR ZONING COMPLIANCE PERMIT

Please print or type (if additional space is needed, attach sheets as necessary.)

Applicant(s) Information

Name: _____

Address: _____

Telephone: _____

Interest in the Subject Property: _____

Owner Information

(If different from applicant, include information below and attach or refer to document indicating Applicant's ability to construct improvements on the Subject Property)

Name: _____

Address: _____

Telephone: _____

Interest in the Subject Property: _____

Address of Subject Property: _____

Parcel Identification Number of Subject Property: _____

Applicant(s) desire to:

occupy and use of land (including parking lot construction)

change use of land or building, including construction or alteration requiring a Building Permit

use land or building for a special use in Chapter 3 of the Zoning Ordinance

change a nonconforming use or building

Proposed Permitted or Special Use: _____

Legal description Subject Property: _____

Description of Subject Property: *(Please complete chart below)*

Zoning District		Lot Area	
Lot width	ft.	Building Height	ft.
Lot depth	ft.	Building Width	ft.
Front Yard Setback	ft.	Gross Floor Area	sq. ft.
Back Yard Setback	ft.	Useable Floor Area	sq. ft.
Side Yard Setback	ft.	Off Street Parking	spaces
Lot Coverage	%		

In addition to completing this application form, the Applicant must attach to the application:

_____ **Submission with Building Permit Application.** When a Building Permit is also required, application for a Zoning Permit may be made at the same time. If the Township Building Inspector also acts as the Zoning Administrator, the Inspector may elect to accept information submitted for a Building Permit without duplication on the Zoning Permit application form.

_____ **Property Information.** The Zoning Application Form must be accompanied by a copy of a property survey, deed or tax records that are sufficient to allow identification of the parcel in the Township Assessor's property maps. When the applicant is anyone other than the property owner identified by the Assessor's records, evidence of the owner's concurrence of a change in ownership must also be submitted.

_____ **Plot Plan.** The Zoning Application Form must also be accompanied by a plot plan drawn at a size and scale sufficient to clearly identify the exact dimensions of the parcel, all abutting streets, alleys or easements, and the size, position and height of all existing and proposed buildings or structures thereon. The Zoning Administrator may also require any other information deemed necessary for the proper enforcement of this Ordinance.

_____ **Application Fee.** As set by the Township Board.

Applicant(s) Certification:

Applicant(s) acknowledge(s) that the information submitted is true and correct to the best of his or her knowledge. Applicant also acknowledges that standards outlined in the Jonesfield Township Zoning Ordinance or other applicable legal authorities govern permit decisions. Therefore, Applicant acknowledges that Jonesfield Township is not bound to recognize permit decisions made by a Township official, employee, or any individual not in compliance with applicable law.

Applicant Signature(s) _____ Date: _____

_____ Date: _____

THIS SECTION TO BE COMPLETED BY TOWNSHIP

Fee Received: \$_____ Date: _____

Received by: _____

A ZONING COMPLIANCE PERMIT for the proposed use is:

Granted

Denied for the following reasons: _____

Incomplete Application: Applicant(s) initially submitted an incomplete application, indicate whether:

Township contacted Applicant(s) and received supplemental information necessary to grant a permit; OR

Township contacted Applicant(s) and did not receive information necessary to grant a permit. Application form was returned to Applicant(s) and application was denied due to an incomplete application (explain in detail above).

Zoning Administrator: _____
(Signature)

Date: _____

Copy of Completed Application and, if issued, Permit goes to:

Applicant Zoning Administrator Township Clerk