

## SITE PLAN CERTIFICATE APPLICATION

### SUBMISSION REQUIREMENTS

**No request for site plan approval shall be considered complete until all of the following has been submitted to the City Clerk:**

- Application form.** The application shall be signed and, if not signed by the property owner, shall be accompanied by a notarized affidavit that the applicant is authorized to act on the owner's behalf.
  
- Plans and specifications.** Each application shall be accompanied by a site plan drawn to a minimum scale of one inch equals fifty (50) feet on an overall sheet size not to exceed eleven by seventeen (11 x 17) inches. When more than one sheet is required, an index sheet of the same size shall be included showing the entire parcel with individual sheet numbers referenced thereon. A site plan cannot be approved unless adequate information is depicted on the submittal to ensure compliance with the standards of the entire zoning ordinance.
  
- Application Fee.** The applicant shall be required to pay an application fee according to the current schedule of fees established by the city for the particular category of application. This fee shall be non-refundable irrespective of the final disposition of the application.

### CONTACT INFORMATION

Owner Information	Applicant Information
Name: _____	Name: _____
Address: _____	Address: _____
City/St./Zip: _____	City/St./Zip: _____
Phone: _____	Phone: _____

Contractor: \_\_\_\_\_ Construction begin date: \_\_\_\_\_

State License No.: \_\_\_\_\_ City Business License No: \_\_\_\_\_

### SITE INFORMATION

Property address: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_ Site Zoned: \_\_\_\_\_

**PROJECT DESCRIPTION**

**Construction Type:**     Residential     Commercial

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New structure (  ), Addition (  ), Swimming Pool (  ), Other (  ) describe \_\_\_\_\_

Building/Project: \_\_\_\_\_

*(Example: Accessory storage, single family residence, duplex, barn, warehouse, office)*

Structure Size of project: No. of stories \_\_\_\_\_ Foundation (sq.ft) \_\_\_\_\_ Height \_\_\_\_\_

Swimming Pool Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth at deep end \_\_\_\_\_

Is the proposed location of project located within a flood hazard area: Yes (  ) No (  )

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**ACKNOWLEDGEMENT**

**Note: Before Construction, contact the Lee County Building Inspectors office for all permits required to begin this project. Copies of all permits must be received in this office before construction project begins.**

I, the undersigned owner/applicant, have reviewed a copy of the applicable zoning requirements set forth in the City of Smiths Station Zoning Ordinance. The Planning Commission will take no action on any case in which there is no one officially representing the property owner(s).

I further understand that the payment of the fees does not entitle me to approval of this request and no refund of the fees will be made. Please call (334) 297-8771 if any questions arise.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Note: If the applicant is not the property owner, a notarized authorization from the property owner must be attached if the property owner does not sign the application. All communications will be directed to the Applicant upon authorization being provided to the City.**

**OFFICIAL USE ONLY**

Date: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Case No: \_\_\_\_\_ Received by: \_\_\_\_\_

Approved / Denied Date: \_\_\_\_\_ Signature \_\_\_\_\_

**Certificate is valid for 90 days from approval date**

## FEE SCHEDULE - PLANNING AND ZONING

THIS FORM MUST ACCOMPANY ALL PAYMENTS SUBMITTED WITH APPLICATIONS FOR ACCOUNTING PURPOSES

### ZONING PERMITS

Conditional Use Request	\$ 100.00
Fence Permit	\$ 30.00
Home Occupation Permit	\$ 50.00
Rezone Request (Planning Commission)	\$ 250.00
Sign Permit	\$ 125.00
Site Plan Certificate: Major	\$ 45.00
Site Plan Certificate: Minor	\$ 20.00
Variance Request (ZBA)	\$ 125.00
Vehicle Restoration Permit	\$ 20.00
Miscellaneous Application	\$ 75.00

### SUBDIVISION APPLICATIONS

	Fee Due
<b>Preliminary Plat:</b>	\$ 75.00
Public Hearing fee	\$ 50.00
Per lot charge - \$5 each (# of lots: _____)	\$
Adjacent property owner notification - \$3 each (# _____)	\$
<b>Final Plat</b>	\$ 75.00
<b>Administrative Subdivision</b>	\$ 100.00
<b>Total Application Fee Due</b>	<b>\$</b>

#### ACKNOWLEDGEMENT

I understand that the payment of application and /or permit fees does not entitle me to approval of this request and no refund of fees paid will be made.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Date Received: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

Case No. \_\_\_\_\_ Application Received by: \_\_\_\_\_