

SHAWNEE TOWNSHIP

APPLICATION FOR ZONING CERTIFICATE

PERMIT # _____

1. APPLICANT NAME: _____ DATE SUBMITTED: _____
APPLICANT ADDRESS: _____ CITY / STATE / ZIP: _____
APPLICANTS EMAIL ADDRESS: _____ PHONE: _____

2. LOT OWNER NAME: _____ LOT OWNER ADDRESS: _____
LOT OWNER CITY, STATE, ZIP CODE _____
LOT OWNERS EMAIL ADDRESS: _____ PHONE: _____

IF OWNER AND APPLICANT ARE DIFFERENT, HAS THE OWNER OF THE PROPERTY GRATED CONSENT FOR THIS CONSTRUCTION PROJECT

3. NAME OF CONTRACTOR: _____
CONTRACTOR ADDRESS: _____
CONTRACTOR EMAIL ADDRESS: _____ PHONE: _____

4. PARCEL NUMBER WHERE CONSTRUCTION WILL BE LOCATED: 46- _____ LOT# _____

5. PURPOSE OF STRUCTURE: _____

6. DESCRIPTION OF MY LOT:
MY LOT IS _____ FEET WIDE - AND _____ FEET IN LENGTH.
TOTAL LOT SIZE AREA IS _____ SQ. FT.
MY STRUCTURE WILL BE: _____ FEET WIDE MY STRUCTURE WILL BE: _____ FEET IN LENGTH
MY STRUCTURE WILL BE: _____ FEET IN HEIGHT AS MEASURED FROM GROUND TO PEAK.
CHARACTER OF CONSTRUCTION – (EXAMPLE SITE BUILT, PRE-FAB, VINYL SIDING, STONE, BRICK, STONE BASE, CONCRETE BASE, ETC.) _____

7. **BUILDING SET BACK MEASUREMENTS: (SET BACK MEASUREMENTS ARE REQUIRED)**

FROM THE CENTER OF THE STREET / ROADWAY TO THE FRONT OF THE STRUCTURE IS _____ FEET IN LENGTH.
FROM THE REAR OF MY PROPERTY LINE TO THE REAR OF THE STRUCTURE IS _____ FEET IN LENGTH.
FROM THE LEFT SIDE OF MY PROPERTY LINE TO THE LEFT SIDE OF THE STRUCTURE IS _____ FEET IN LENGTH.
FROM THE RIGHT SIDE OF MY PROPERTY LINE TO THE RIGHT SIDE OF THE STRUCTURE IS _____ FEET IN LENGTH.

- * THE MINIMUM REQUIRED SET BACK IS 55 FEET FROM CENTER OF ROADWAY TO FRONT OF STRUCTURE ON TOWNSHIP ROADS.
- * THE MINIMUM REQUIRED SET BACK IS 90 FEET FROM CENTER OF ROADWAY TO FRONT OF STRUCTURE ON STATE / COUNTY ROADS.
- * SEVERAL NEIGHBORHOODS HAVE DIFFERENT SET BACK REQUIREMENTS BASED ON HOME OWNER ASSOC. RULES AND DEED RESTRICTIONS.

8. **TABULATIONS:**

- a. THE FIRST FLOOR AREA IS COMPRISED OF HOW MANY SQUARE FEET: _____
- b. THE FINISHED OR UNFINISHED AREA OF BASEMENT IS COMPRISED OF HOW MANY SQUARE FEET: _____
- c. THE AREA OF COVERED PORCHES OR BREEZEWAY IS HOW MANY SQUARE FEET: _____
- d. THE GARAGE AREA IS HOW MANY SQUARE FEET: _____
- e. THE FINISHED OR UNFINISHED ATTIC AREA IS HOW MANY SQUARE FEET: _____
- f. THE TOTAL SQUARE FOOTAGE FOR THIS PROJECT IS: _____ SQUARE FEET
- g. THE TOTAL ESTIMATED CONSTRUCTION COST FOR THIS PROJECT IS: \$ _____ .00

PERMIT COST IS BASED ON FIRST FLOOR, BASEMENT, GARAGE, COVERED PORCHES/BREESEWAYS SQUARE FOOTAGE. IF ATTICS OR BONUS ROOMS HAVE FIXED STAIRWAY, THIS WILL ALSO BE ADDED TO SQUARE FOOTAGE PERMIT COST.

9. **NOTIFICATIONS AND RESTRICTIONS: CIRCLE EITHER YES OR NO TO BELOW QUESTIONS**

- A. IS PROPOSED CONSTRUCTION WITHIN ROAD RIGHT OF WAY, UTILITY, PIPELINE, OR OTHER EASEMENT AREA WITHIN THE PARCEL? YES OR NO
IF YES, SPECIAL PERMITS MAY BE REQUIRED TO ALLOW FOR CONSTRUCTION WITHIN THESE EASEMENT LOCATIONS.
- B. DOES CONSTRUCTION REQUIRE A HOME OWNERS ASSOCIATION OR AN ARCH. REVIEW COMMITTEE PLAN REVIEW AND APPROVAL? YES OR NO
IF YES, A LETTER FROM THE HOA OR ARCH. REVIEW COMMITTEE WILL NEED TO BE SUBMITTED ALONG WITH THIS APPLICATION AND CONSTRUCTION PLANS.
- C. IS PROPOSED CONSTRUCTION AREA MARKED OUT AND PROPOSED CONSTRUCTION SITE IDENTIFIED? YES OR NO
- F. IS THE PROPOSED CONSTRUCTION OR BUILDING AREA WITHIN A FLOOD PLAIN, FLOOD HAZARD OR OTHER WATERCOURSE? YES OR NO

10. **APPROVAL FOR SITE OR BUILDING INSPECTIONS**

AS OWNER OF THIS PROPERTY OR AGENT OF THIS PROJECT, I AM AUTHORIZING THE SHAWNEE TOWNSHIP ZONING INSPECTOR AUTHORIZATION TO ENTER UPON THE PROPERTY FOR THE PURPOSE OF CONDUCTING ALL NECESSARY PRELIMINARY AND FOLLOW UP INSPECTIONS THAT MAY BE REQUIRED FOR THIS CONSTRUCTION PROJECT.

_____ (NAME) _____ (DATE)

11. **REQUIRED DRAWINGS AND SITE PLAN INFORMATION:**

a. **REQUIRED CONSTRUCTION INFORMATION FOR NEW AND ROOM OR AREA ADDITIONS PROJECTS:**

1. **CONSTRUCTION PLANS** – TO INCLUDE THE FOLLOWING
 - a. FOUNDATION PLAN
 - b. FIRST FLOOR LAYOUT PLAN
 - c. SECOND FLOOR LAYOUT PLAN (IF APPLICABLE)
 - d. ATTIC OR BONUS ROOM PLAN (IF APPLICABLE)
 - e. ALL GARAGES, MOTHER IN LAW SUITES, PORCHES, ETC.
 - f. LOCATION OF THE DRIVEWAY(S) AS WELL AS ANY SIDEWALKS (IF APPLICABLE)
 - g. SET BACK DISTANCES FROM PROPERTY LINES TO STRUCTURE IS CLEARLY IDENTIFIED.
2. ACTUAL DIMENSIONS, AND THE SHAPE OF THE LOT WHERE THE CONSTRUCTION WILL TAKE PLACE.
3. THE SIZE AND LOCATION OF ALL EXISTING BUILDINGS, STRUCTURES, BARNs, SHEDS, POOLS, ETC. (IF ANY).
4. THE LOCATION AND DIMENSIONS OF THE PROPOSED BUILDING(S) OR ALTERATIONS TO BE CONSTRUCTED.

THE FOLLOWING ADDITIONAL INFORMATION MAY BE REQUIRED TO BE SUBMITTED AFTER REVIEW BASED ON TYPE OF CONSTRUCTION PROJECT

5. STORM WATER DRAINAGE IDENTIFIED (IF REQUIRED)
6. LIGHTING PLAN (IF REQUIRED)
7. SCREENING PLAN (IF REQUIRED)
8. PARKING PLAN - PARKING / LOADING AREAS (IF REQUIRED)
9. LANDSCAPE PLAN (IF REQUIRED) * REQUIRED FOR PLANNED UNIT DEVELOPMENTS

THIS APPLICATION DOES NOT APPLY FOR ANY SWIMMING POOL, FENCE, OR SIGN APPLICATIONS. THOSE SPECIFIC APPLICATIONS ARE AVAILABLE ON-LINE OR AT OUR OFFICE.

12. **SIGNED ACKNOWLEDGEMENT AND ACCEPTANCE:**

THIS APPLICATION FOR A ZONING CERTIFICATE SUBMITTED TO THE ZONING INSPECTOR INCLUDES THE FOLLOWING:

- A. SHAWNEE TOWNSHIP MAKES ITS DECISION TO GRANT A ZONING CERTIFICATE BASED ON INFORMATION THAT THE APPLICANT PRESENTS. SHOULD ANY OF THE INFORMATION BE INCORRECT, WHETHER INTENTIONALLY OR UNINTENTIONALLY, THE APPLICANTS PROJECT COULD BE FOUND IN VIOLATION OF SHAWNEE TOWNSHIP ZONING RESOLUTION. THE GRANTING OF A ZONING CERTIFICATE, DOES NOT GUARENTEE CONFORMANCE TO THE ZONING RESOLUTION, BUT IS BASED UPON REPRESENTATIONS MADE BY THE APPLICANT IN THE APPLICATION. SUBSEQUENT REMEDIAL ACTION COULD BE REQUIRED FOR NON-CONFORMANCE.
- B. VARIOUS LAWS AND REGULATIONS APPLY TO CONSTRUCTION PROJECTS IN SHAWNEE TOWNSHIP IN ADDITION TO THOSE OUTLINED IN THE SHAWNEE TOWNSHIP ZONING RESOLUTION. GRANTING A ZONING CERTIFICATE DOES NOT SUPERSEDE ANY OF THOSE RULES, INCLUDING DEED RESTRICTIONS OR SUBDIVISION REGULATIONS. IT IS THE APPLICANTS RESPONSIBILITY TO BE AWARE OF APPLICABLE LAWS, AND REQUIREMENTS AND BE SURE THE PROJECT CONFORMS TO THEM.

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND IN CONFORMANCE WITH SHAWNEE TOWNSHIP ZONING REGULATIONS. APPLICATIONS ARE TYPICALLY PROCESSED WITHIN 48-72 HOURS BASED ON NATURE OF PROJECT. EXPEDITED APPLICATION PROCESSING IS AVAILABLE AT ADDITIONAL FEE.

SIGNATURE OF APPLICANT

DATE

I HAVE CONDUCTED A REVIEW OF THE SUBMITTED APPLICATION FOR ZONING CERTIFICATE AS WELL AS ALL RELEVANT INFORMATION AND DOCUMENTATION PRESENTED BY THE APPLICANT. BASED ON REVIEW OF THE INFORMATION A ZONING PERMIT FOR USE IS:

_____ APPROVED

_____ DENIED

SHAWNEE TOWNSHIP ZONING INSPECTOR

DATE

IF DENIED INDICATE REASON FOR DENIAL OF APPLICATION: _____

E-MAIL THIS APPLICATION AND ANY DRAWINGS SHAWNEE TOWNSHIP AT THE ADDRESS OF: ZONING@SHAWNEETOWNSHIP.COM

ATTACHEMENTS SHOULD BE IN A PDF OR JPEG FORMAT.