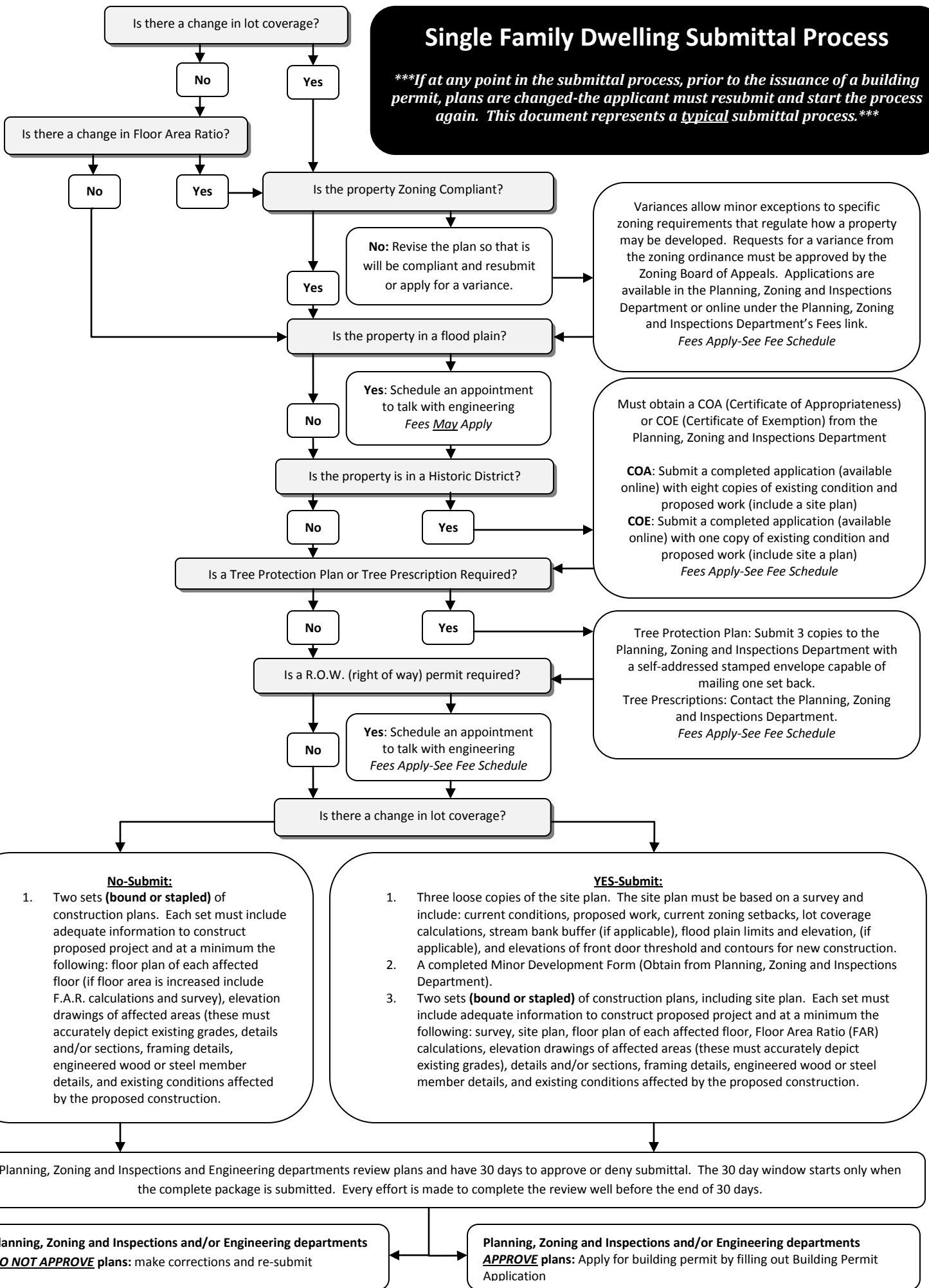


Single Family Dwelling Submittal Process

*****If at any point in the submittal process, prior to the issuance of a building permit, plans are changed-the applicant must resubmit and start the process again. This document represents a typical submittal process.*****



Variances allow minor exceptions to specific zoning requirements that regulate how a property may be developed. Requests for a variance from the zoning ordinance must be approved by the Zoning Board of Appeals. Applications are available in the Planning, Zoning and Inspections Department or online under the Planning, Zoning and Inspections Department's Fees link.
Fees Apply-See Fee Schedule

Must obtain a COA (Certificate of Appropriateness) or COE (Certificate of Exemption) from the Planning, Zoning and Inspections Department
COA: Submit a completed application (available online) with eight copies of existing condition and proposed work (include a site plan)
COE: Submit a completed application (available online) with one copy of existing condition and proposed work (include site a plan)
Fees Apply-See Fee Schedule

Tree Protection Plan: Submit 3 copies to the Planning, Zoning and Inspections Department with a self-addressed stamped envelope capable of mailing one set back.
Tree Prescriptions: Contact the Planning, Zoning and Inspections Department.
Fees Apply-See Fee Schedule

No-Submit:
1. Two sets (**bound or stapled**) of construction plans. Each set must include adequate information to construct proposed project and at a minimum the following: floor plan of each affected floor (if floor area is increased include F.A.R. calculations and survey), elevation drawings of affected areas (these must accurately depict existing grades, details and/or sections, framing details, engineered wood or steel member details, and existing conditions affected by the proposed construction.

YES-Submit:
1. Three loose copies of the site plan. The site plan must be based on a survey and include: current conditions, proposed work, current zoning setbacks, lot coverage calculations, stream bank buffer (if applicable), flood plain limits and elevation, (if applicable), and elevations of front door threshold and contours for new construction.
2. A completed Minor Development Form (Obtain from Planning, Zoning and Inspections Department).
3. Two sets (**bound or stapled**) of construction plans, including site plan. Each set must include adequate information to construct proposed project and at a minimum the following: survey, site plan, floor plan of each affected floor, Floor Area Ratio (FAR) calculations, elevation drawings of affected areas (these must accurately depict existing grades), details and/or sections, framing details, engineered wood or steel member details, and existing conditions affected by the proposed construction.

Planning, Zoning and Inspections and Engineering departments review plans and have 30 days to approve or deny submittal. The 30 day window starts only when the complete package is submitted. Every effort is made to complete the review well before the end of 30 days.

Planning, Zoning and Inspections and/or Engineering departments
DO NOT APPROVE plans: make corrections and re-submit

Planning, Zoning and Inspections and/or Engineering departments
APPROVE plans: Apply for building permit by filling out Building Permit Application