

CITY OF KLAWOCK

BUILDING PERMIT APPLICATION AND INSTRUCTIONS _____ CONDITIONAL USE PERMIT APPLICATION AND INSTRUCTIONS _____ VARIANCE PERMIT APPLICATION AND INSTRUCTIONS _____

(CHECK ALL ABOVE THAT IS APPLICABLE)

Please complete this application for a permit before erecting, altering, enlarging, moving, improving or converting any building or structure.

Please complete the application and submit with a \$15.00 processing fee.

Your application will be reviewed by a City Official or the Planning Commission and within forty (40) days, a letter approval and a permit will be issued or a letter explaining why your application was denied.

| PROPERTY OWNER | CONTRACTOR/APPLICANT |
|-------------------------------------|-----------------------|
| NAME _____ | NAME _____ |
| ADDRESS _____ | ADDRESS _____ |
| CITY/ST/ZIP _____ | CITY/ST/ZIP _____ |
| Block Number _____ Lot Number _____ | USS/Subdivision _____ |
| Physical/Street Address _____ | |
| Phone _____ | Message Phone _____ |

TYPE OF PROJECT:

| | |
|--|---------------------------------------|
| _____ New Building Construction | _____ Moving of existing building |
| _____ Addition/alteration to existing building | _____ Demolition of existing building |
| _____ Mobile Home Placement | _____ Repairs to existing building |
| _____ Other _____ | |

USE OF BUILDING:

| | |
|---|--------------------------|
| _____ Single-family residence | _____ Public Institution |
| _____ Duplex | _____ Industrial |
| _____ Multiple-family residence | _____ Commercial |
| _____ Change in Use from _____ to _____ | |
| _____ Other _____ | |

SITE PLAN:

Show the following information on an attached piece of graph paper.

Your drawing must be legible, to scale, and accurate.

1. Exterior property boundaries and approximate lot dimensions
2. All existing and proposed structures and their dimensions, including height
3. Foundation – *piling*, slab on grade, *concrete footing & stem wall* or concrete footing treated lumber stem wall
4. Distances of structures from all lot lines
5. Easements, streets and alleys on or adjacent to the lot
6. Water line locations and sizes
7. Sewer line locations and sizes
8. Electrical pole locations
9. Parking areas and dimensions *
10. Access and driveways
11. Major topographic features which may affect the development of the property, if applicable
12. Buffers and landscaping, if applicable
13. North arrow
14. **STATEMENT OF COMPLIANCE WITH ALL BUILDING CODES**

**Off-street parking is required by the City.*

FOR STAFF USE ONLY

Fee paid? Yes _____ No _____

Existing Zoning of Lot:

| | |
|--------------------------------|----------------------------------|
| _____ Low-Density Residential | _____ Medium-Density Residential |
| _____ High-Density Residential | _____ Commercial |
| _____ Industrial | _____ Recreation/Preservation |

APPROVAL _____ EXPIRATION DATE _____
(IF APPLICABLE)

DENIAL _____

REASON FOR DENIAL _____

Signature – owner

Date

Signature and Title of City Official

Date