

ZONING PERMIT APPLICATION

SUBMITTAL REQUIREMENTS: Application (1 copy), Site Plan (1 copy*), Fee (see below - cash or check only)
\$50 - New Construction or Addition Over 50% • \$10 - All Other Work Types • \$20 - Revisions • \$50 - Changes to Approved Plans
*Three copies of Site Plan / Elevations required upon approval. Revision fee charged for each submittal after 1st revision.

PROJECT ADDRESS: _____
Applicant Name: _____
Address: _____
Phone: _____
Email: _____
Property Owner: _____

For Staff Use:

PLAN #: ZP - _____ - _____ - _____

CURRENT USE:

- Single Family Residence
- Undeveloped Land
- Other: _____

PROPOSED USE:

What type of work are you proposing? Check all applicable.

- New construction of a single family dwelling
- Addition to a single family dwelling [is addition over 50%? Yes No]
- Residential driveway* (*construction /expansion/alterations*)
- Temporary use (*list and include dates*): _____
- Other – Describe _____
- Accessory structure
- Fence
- Parking lots / pads

* New driveways and alterations to existing driveways require a driveway permit from the A-CC Transportation and Public Works Department.

Are there any environmental areas on your property (such as a creek, river, wetland or pond)? Yes No

- Work within 200' of riparian buffers (buffers around streams, rivers and other bodies of water), or floodplain requires an Environmental Areas Review.
- Some work, including work that affects wetlands, may also require other local, state or federal permits.
- A storm water management plan may be required for developments adding 5,000 square feet or more of impervious surface area or disturbing 5,000 square feet or more of land.
- Additional permits may be required for developments that disturb or alter an area greater than 1 acre on lots existing prior to July 1, 2014, or an area greater than 5,000 square feet on lots created on or after July 1, 2014.

Please provide a plan drawn to a standard scale with dimensions in feet, which includes the following items (if applicable):

- Property boundary lines
- All existing & proposed structures & buildings
- All roads (labeled) adjacent to the property
- Future right-of-way line
- Transportation Corridor Concept Map Projects
- Setback lines
- Percent of lot coverage
- Environmental areas
- Building height
- Location, type & output of all exterior lighting
- Proposed driveways / curb cuts
- Drive aisle width
- Parking spaces
- Sidewalks (existing/proposed)
- Street trees (existing/proposed)

All new single-family construction submittals, as well as additions of 50% or more of the existing dwelling size, must be prepared and sealed by a licensed architect, landscape architect, engineer or surveyor.

- Buildings proposed within residential subdivisions platted at 2.5 dwelling units per acre or greater, or on any residential lot of less than 8,000 square feet or an attached house in any zone, shall provide a drawing of the building elevation for the front façade showing compliance with the design standards found in Section 9-25-8(B) of the ACC Unified Code of Ordinances.
- For all structures with two stories or more, and for all structures that are to exceed 20 feet in height, site plans and permit applications shall indicate existing grade elevations at each corner of the building envelope, as well as proposed eave and ridgeline elevations.

The Unified Government of Athens-Clarke County is a public entity subject to Georgia's Open Records laws. All submitted applications and associated plans and documents are covered under such laws and may be released to other parties unless they contain information specifically protected by law.

Applicant's Signature: _____ **Date:** _____

THIS PAGE FOR STAFF USE ONLY

TRANSPORTATION & PUBLIC WORKS DEPARTMENT			
REVIEWED BY / DATE		APPROVED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
COMMENTS/PERMIT #:			

PLANNING DEPARTMENT			
RECEIVED BY		DATE RECEIVED	
SITE PLAN	<input type="checkbox"/> YES	BUILDING ELEVATIONS	<input type="checkbox"/> YES <input type="checkbox"/> N/A
TAX MAP #S		ZONING/OVERLAY	
HISTORIC DISTRICT	<input type="checkbox"/> YES <input type="checkbox"/> NO	APPLICABLE PLAN #	COA -
ENVIRONMENTAL AREAS	<input type="checkbox"/> YES <input type="checkbox"/> NO	APPLICABLE PLAN #	EA -
DESIGN STANDARDS	<input type="checkbox"/> YES <input type="checkbox"/> NO	APPLICABLE PLAN #	SR -
VARIANCES GRANTED	<input type="checkbox"/> YES <input type="checkbox"/> NO	APPLICABLE PLAN #	VAR -
COMMENTS			
REVIEWED BY			
APPROVED	<input type="checkbox"/> YES <input type="checkbox"/> NO	DATE:	

Lot Coverage Calculations Worksheet (all measurements in square feet)			
Lot Size			
Existing Coverage			
Proposed Coverage			
Total Lot Coverage		sq.ft.	%
Total Lot Coverage allowed by Zone			
For Accessory Structures & Additions			
Size of principal structure on lot*			
Size of addition or all accessory structures			
Percentage of principal structure			

* The contiguous roofed portion of the principal structure, including covered porches, garages, and carports shall be included in this calculation. The total square footage shall be exclusive of attics, crawl spaces, and similar storage areas.