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Barney Heath
Director

ZONING REVIEW APPLICATION

DATE : _____

PROJECT ADDRESS: _____

PROJECT INFORMATION

CURRENT USE: _____

PROPOSED USE: _____

PROJECT DESCRIPTION (Briefly describe the project below):

SITE INFORMATION

DESCRIBE THE CURRENT AND PAST USES, SITE, AND/OR STRUCTURE INFORMATION AS IT RELATES TO THIS APPLICATION:

The homeowners wish to demolish an old existing two-car garage structure (non-conforming Set-back) at the rear yard and eliminate the associated long driveway. This will allow a small rear addition to kitchen and existing bedroom above, and added useable yard space. A new attached two-car garage will be located to left side of house front. The proposed modifications exceed FAR by .02.

IF KNOWN, ANY PRIOR SPECIAL PERMITS, VARIANCES, EASEMENTS, AND/OR SPECIAL RESTRICTIONS?

PROJECT PLANS SHOULD INCLUDE THE FOLLOWING SITE INFORMATION IN CURRENT AND PROPOSED CONDITIONS:

REQUIRED SUBMITTAL CHECKLIST (CHECK ALL BEING SUBMITTED)				
Lot Size		Front Setback		Lot Coverage
Lot Frontage		Side Setbacks		Open Space
Building Height		Rear Setback		Floor Area Ratio
Lot Area Per Unit		Number of Stories		Parking

(All plans **MUST** be signed, stamped, dated, drawn to scale, and clearly labeled. An inaccurate or incomplete application will **NOT** be accepted. As necessary, the additional information may be requested. Please review the reverse of this form for additional information.)

NOTE: This Application MUST be accompanied by a General Permit Application.

ZONING REVIEW APPLICATION INSTRUCTIONS

DEVELOPMENT REVIEW TEAM MEETING: A Development Review Team (DRT) meeting is required prior to submitting any land use permitting or review application. During a DRT, City staff from several departments meet with prospective applicants to evaluate new proposals. These meetings are held weekly on Wednesday mornings. Most people find these meetings to be an efficient way to learn about issues they may want to address early on to ensure a successful project. After the DRT meeting, you'll be given a checklist for the next step and handouts further explaining the review and approval process. **Inaccurate information or incomplete applications may delay the review of your project.**

APPLICATION SUBMISSION REQUIREMENTS: An application for zoning review will not be accepted by the Planning Department or Inspectional Services Department until it is determined to be complete. The items needed for a complete application are:

FORMS: A completed General Permit Application form Zoning Review Application. The signature of the Owner of the property (or the Owner's legal representative) and the Applicant/Agent is **mandatory** on the General Permit Application. Please provide current contact information on the General Application form to ensure City staff is able to contact the appropriate people regarding the project. On the Zoning Review Application, be sure to fill in all possible fields with accurate information to describe the project.

FEES: There is no fee for this type of land use application.

SUBMITTALS: Each zoning review application shall be accompanied by one copy of the following items:

1. Site Plan, As-Built Survey, Plot Plan
2. Structural Drawings (floor plans and elevations)
3. Supplemental worksheets:
 - a. Average Grade Plane Worksheet
 - b. Floor Area Ratio Worksheet
4. As necessary, copies of prior special permit, administrative site plan reviews or variance approvals
5. Other documents necessary to explain project.

All plans should be submitted on 11" x 17" paper, unless otherwise requested or necessary

DOCUMENT FORMAT: All information submitted as part of an application shall be submitted in the following formats:

1. One (1) electronic copy submitted on a CD in .pdf or another format approved by the City Staff
2. One (1) hard copy of the complete application packet, including completed forms.

APPLICATION REVIEW PROCESS: The Chief Zoning Code Official (CZCO) will review the proposal for compliance with the Newton Zoning Ordinance and will prepare a written report. Provided that all necessary information is provided by the applicant to describe the project, the CZCO will complete this review within 45 days. When the review is done, you'll be informed of the next step in the permitting process.