

# ZONING PERMIT APPLICATION

*Harrison Township  
Community & Economic Development Department*

Date \_\_\_\_\_ 20\_\_\_\_

Permit No. \_\_\_\_\_

1. Property Location \_\_\_\_\_  
Lot No. \_\_\_\_\_ Plat \_\_\_\_\_
2. Name of Property Owner \_\_\_\_\_  
Address \_\_\_\_\_
3. Occupant \_\_\_\_\_
4. Name of Contractor \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_
5. Proposed Type of Use \_\_\_\_\_  
( ) Residential ( ) Office ( ) Commercial ( ) Industrial ( ) Other \_\_\_\_\_
6. A plot plan, drawn to scale, must be submitted showing the actual lot dimensions (including easements), the exact size and location of all buildings on the lot, proposed new construction, and indicate the existing and intended use of all land and buildings.
  - a) Lot dimensions in feet and inches:  
Front Property Line \_\_\_\_\_ Rear Property Line \_\_\_\_\_  
Right Property Line \_\_\_\_\_ Left Property Line \_\_\_\_\_
  - b) Building Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.
  - c) Building Height above established grade: \_\_\_\_\_
  - d) Valuation: \$ \_\_\_\_\_ . \_\_\_\_\_

I hereby swear that the information and statements given on this application are true and correct to the best of my knowledge. I understand that if the information in this application is not correct or complete, the result may be the invalidation of this and all subsequent permits issued in conjunction with this Zoning Permit.

Date filled: \_\_\_ / \_\_\_ / \_\_\_

*Signature of Applicant*

**\* TOWNSHIP USE ONLY \***

Section \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_ Parcel I. D. No. \_\_\_\_\_  
Zoning District \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_ . \_\_\_\_\_ Date Issued \_\_\_ / \_\_\_ / \_\_\_  
Article \_\_\_\_\_ Section \_\_\_\_\_ Use: ( ) Conforming ( ) Nonconforming  
( ) Special, See Board of Zoning Appeals Case No.: BZA \_\_\_\_\_ - \_\_\_\_\_  
Application: ( ) Approved ( ) Disapproved ( ) Conditionally Approved  
Remarks/Restrictions: \_\_\_\_\_  
\_\_\_\_\_

Community & Economic Development Director

Date

## ZONING PERMIT APPLICATION INSTRUCTIONS

### *Harrison Township Community & Economic Development Department*

An application for a Harrison Township Zoning Permit must be submitted on the attached form. The following instructions and explanation are provided to assist you in completing your application form. If you need help, please direct your question to a member of the Community & Economic Development Department.

Please review this instruction sheet first, then remove and keep for future reference, before completing and submitting the application. Each instruction below corresponds to a question on the application.

1. What is the location of the property where the work is to be performed. You can usually find your lot number and plat name on the deed to your property. If you do not know your lot number and/or plat name, leave it blank and someone in the office will look it up for you.
2. Who is the owner of the property, and what is their phone number and address. If you are the property owner, but do not live at the location for which the application is being made, fill out your address where you currently live.
3. Who is the current occupant. If you are the property owner and occupant, just write in "Same" on the line. If this is a business location (rather than using an individual's name) use company name (as used at that location).
4. Who is the contractor that will do the work. If you are going to do the work yourself, then just put "self" on the line.
5. What are you going to do with the property, or what is the application being made for, e.g. a 10' x 20' room addition; a 12' x 15' patio deck; a new single family residence; etc. You then need to check the appropriate box regarding how the property is being used.
6. Your plot plan is the single most important item in your application and in many cases will determine whether or not you receive a permit. We will use your plot plan to determine if what you intend to do meets the minimum standards of the Zoning Resolution. If what you intend to do is not clear, or information is missing or incorrect (e.g. distance to property lines, etc.) the processing of your application may be delayed or your whole application may be rejected. Three (3) plot plans are required to be submitted with a residential Zoning Permit application; four (4) plot plans are required to be submitted with a commercial/industrial Zoning Permit Application.

When submitting your application, take a minute to have someone in the Community & Economic Development Department look it over. If you have any questions, please ask it might save you some time.

**Processing Time:** Every effort is made to process your Zoning Permit application in a timely manner. Provided everything is in order, applications for a Zoning Permit (associated with residential construction) will be issued on the following business day the application was made.

Applications associated with commercial/industrial permit may take up to thirty days to process.