

CITY OF FAIRMONT

Planning & Zoning

Application Form

NOTE TO APPLICANT: This is a comprehensive application form. Only those items related to your specific type of development are to be completed. All items applicable must be included prior to acceptance of the application.

Name of Applicant: _____ Address: _____ Phone#: _____

Street Address of Proposal: _____

Legal Description of Property: _____

Existing Use of Property: _____

Proposed Use of Property: _____

Type of Application	Fee	Submission Requirements (See back)
____ Appeal/Code Amendment	\$150.00	7
____ Administrative Appeal	50.00	8
____ Conditional Use Permit	150.00	4, 6(d-g)
____ Home Occupation Permit	30.00	9
____ Minor Plat	90.00	2, 5 (a-b)
____ Planned Unit Development	150.00	1, 4, 6(d-g)
____ Preliminary Plat	150.00	5 (b), 6
____ Rezoning	150.00	1
____ Variance	90.00	2,3

I HEREBY CERTIFY THAT THE INFORMATION AND EXHIBITS HERewith SUBMITTED ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Owner's Name(Printed)

Owner's Signature

Applicant's Name (Printed)

Applicant's Signature

City Staff Use Only

DATE FILED: _____

DATE FEE PAID: _____

MEETING DATE: _____

NOTICES SENT (DATE): _____

NOTIFICATION OF EXTENSION (LETTER SENT): _____

1. A map drawn to scale of at least 100 feet to an inch portraying the land in question with the length and location of each boundary thereof.
2. A legal description and registered survey of the property indicating current building setbacks, length and width of parcel, and location of property lines and pins.
3. Statement why refusal of a variance would involve unnecessary hardship for the applicant.
4. A complete site plan, including but not limited to: Location and elevation of proposed structures, driveways, parking and loading areas, topography and site drainage, improvements, architectural plans.
5.
 - a) A certified document from the Martin County Auditor stating that all assessments on the proposed minor subdivision would be redivided proportionately on the subdivided parcels.
 - b) Martin County Ditch Assessment Division Agreement (attached).
6. Six (6) copies of the plat will be submitted containing the following information:
 - a) Legal description of property to be platted.
 - b) Name of proposed plat, name and address of owners, registered engineer or surveyor, owners of adjacent property, zoning, date, approximate north point, and graphic scale not less than 1" - 100'.
 - c) A vicinity sketch of not more than 1" - 200', showing all existing subdivisions, streets and tract lines of acreage parcels, together with parcels of land within 300 feet of the outer boundaries of the proposed subdivision.
 - d) Contours at an interval of two (2) feet. If natural contours are to be changed more than two (2) feet, a grading plan should be submitted indicating approximate final elevations.
 - e) The location of such surface features as property lines, buildings, railroads, utilities, natural and proposed drainage courses, natural features and similar items.
 - f) The location and size of such sub-surface features as proposed and existing or nearest available sanitary and storm sewers, water mains, culverts, drain pipes or ditches, road surfacing and similar items.
 - g) Any sites proposed for schools, parks, playgrounds; provisions for major thoroughfares, etc., so that the time and manner of their dedication to the City or School District may be considered or determined.
7. Statement of appeal or proposed code change.
8. Statement why the action taken is not appropriate and should be overturned.
9. Description of proposed home occupation and site or building plan (if applicable).

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