



## RESIDENTIAL SERVICES PERMIT

### PROCESSING FEES

Demolition or Minor Addition < 25% or 600 sf	\$30	Upfit Review Fee	\$30
Major Addition >25% or 600 sf	\$50	Upfit Combined with Zoning Use Permit Fee	\$50
New Home Construction Review Fee	\$125	<b>Technology Fee</b>	<b>10% of Total fee</b>

### ***SUBMITTAL REQUIREMENTS***

All residential permit applications must submit an As-Built Survey showing the exact shape and dimensions of the lot, any existing structures, future structures, and required setbacks. Provide a brief description of work performed for all applications. For additions and accessory structures a plan submittal is required. Please note any additions 12" or more in elevation shall be shown and comply with setback requirements. HVAC is deemed an accessory structure and shall comply with 5' setback.

### ***TYPE OF APPLICATION***

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> New Residential     | <input type="checkbox"/> Residential Addition / Deck  | <input type="checkbox"/> Demolition     |
| <input type="checkbox"/> Pools               | <input type="checkbox"/> Interior Upfit               | <input type="checkbox"/> Exterior Upfit |
| <input type="checkbox"/> Driveway Expansions | <input type="checkbox"/> Accessory Structures / Sheds | <input type="checkbox"/> Other          |

### ***NOTES***

- \* If applicable, attach Letter of Intent or description of exterior / interior upfit or accessory apartment.
- \* Permits will expire 6 months from the approval date if work has not begun.
- \* Accessory Structures are subject to the requirements of UDO Chapter 710 and 1620.030.
- \* HOA: The town encourages all residents to consult with their Home Owners Association prior to construction to determine if additional regulations apply to an accessory structure. The Town does not enforce any covenants, conditions, or restrictions of individual subdivisions.
- \* Removal of trees for demolition permits require staff acknowledgement.

# RESIDENTIAL SERVICES APPLICATION

GENERAL INFORMATION	
Project Address ( <i>Street, City, State, Zip</i> )	Parcel # and <i>Subdivision Name</i>
Project Description	Town Zoning District
Accessory Structure ( <i>sq. ft</i> )	Building Footprint ( <i>sq. ft</i> )
Total Acres	Construction Value
PROPOSED SETBACKS:    Front_____    Right_____    Left_____    Rear_____	
REQUIRED SETBACKS:    Front_____    Right_____    Left_____    Rear_____	
STRUCTURE DIMENSIONS:    Height_____    Width_____    Length_____	
PROJECT CONTACT ( <i>Applicant</i> )	
Name	Company
Occupation	Address
Phone	Email
Signature	Date
PROPERTY OWNER	
Name	Address
Phone	Email
Explain Nature of Business and Operation Procedures (Letter of Intent) <hr/> <hr/> <hr/> <hr/>	