Town of Burnsville

Russell Fox, *Mayor*
Chad Fox, *Town Clerk*
Heather Hockaday
Town Manager/ Town Attorney

Councilors:
Judy Buchanan
Denise Collier
Bill Wheeler
Randy Ollis

Commercial Application for a Zoning Compliance Permit

The following application should be used by those wishing to obtain a zoning compliance permit for a Commercial project within the corporate limits of the Town of Burnsville. Once an application has been determined to be complete it will be reviewed by the Zoning Administrator. The Administrator will prepare a written report that will include any outstanding concerns with the application. The application then may be distributed to the Design Review Committee for an opinion. The Administrator shall approve or disapprove the application.

Application Checklist

The following must be provided to process a Zoning Compliance Permit application.

- ☐ Application- An Application for Certificate of Zoning Compliance must be completed. Incomplete forms will not be reviewed for compliance.
- ☐ Site Plan that shows direction, scale size, adjacent street(s) and the following features:
  - ☐ Dimensions of the lot
  - ☐ Dimensions of the building
  - ☐ Setback distance of building(s) from lot lines
  - ☐ Building(s) orientation on the lot

- ☐ Floor plan drawings with front and side elevation and height.
- ☐ Building facades: front, side and rear with exterior color(s)
- ☐ Parking Plan
- ☐ Detailed landscaping plan
- ☐ Stormwater drainage plan
- ☐ Floodplain Development Compliance

In addition to the above the Zoning Administrator may request additional documentation before reviewing the application.

Application for
Certificate of Zoning Compliance

Contact Information

Applicant
Name:_____
Address:_____
_____
Telephone: _____
Email: _____

Property Owner *(if different)*
Name:_____
Address:_____
_____
Telephone: _____
Email:_____

Legal Relationship to Property Owner *(if different)* _____

Property Information

Physical Address: _____
Parcel ID Number: _____
Total Parcel(s) Acreage: _____
Existing Land Use of Property: _____

Request

Proposed Use of Property: _____
Proposed Cost of Project: _____

If Project is a Renovation
Current Value of Existing Structure:_____
Percentage of Improvement Cost to Structure:_____

I hereby authorize the Town of Burnsville Zoning Administrator to enter my property for purposes of determining zoning compliance.

_____ Date:_____
Applicant

Note: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.

Staff Use Only

Application #_____ Received by:_____ Date: _____