

# CITY OF LAKE SHORE PLANNING & ZONING

## VARIANCE & CONDITIONAL USE PERMIT REQUEST REQUIREMENTS

The Lake Shore Planning Commission/Board of Adjustment requires a Certificate of Survey for each variance request. The certificate of survey must be done by a licensed land surveyor. **The following information (including survey) shall be submitted to the Planning & Zoning Office no later than the deadline date. Incomplete submissions WILL NOT be published or placed on the agenda. Please refer to submittal requirements for additional requirements.**

1. Septic System and well (may be on separate sheet but prefer it to be shown on survey).
2. Proposed improvements with dimensions must be shown on the certificate of survey and drawn by a licensed surveyor or engineer.
3. All dimensions and setbacks of existing and proposed buildings shown on survey and calculated by a licensed surveyor.
4. Building elevation drawings.
5. Impervious surface calculations (existing and proposed).
6. Topographic contours may be necessary and if so a bluff determination should be done and top of bluff (if bluff is determined) shown on survey.
7. Wetlands delineated and shown on survey.
8. Certificate of survey should show all structures within 50 feet on adjoining properties.
9. The certificate of survey should include the building envelope.

The site plan should be on 8-1/2" x 11" paper, legal size or 11" x 17" size paper. If any other size paper is used, 13 copies must be provided to the zoning office.

The proposed improvements **must be staked at least 10 days prior** to the Planning Commission/Board of Adjustment meeting.

Applicant \_\_\_\_\_ Date \_\_\_\_\_