

ZONING PERMIT APPLICATION PROCEDURE

1. Resident determines project.
2. After project plans are finalized, resident completes a zoning permit application.
3. Refer to Zoning Ordinance # 12-4, Section 900, and attach required documents with completed application and fee. Submit to the Village of Morristown.
4. Within 10 working days of receipt and completion, the zoning permit application will be reviewed by a representative of the planning committee
 - a) Is application complete? If not, additional information or documentation will be requested.
 - b) Is application compliant with Ordinance 12-4? If not, request will be returned to applicant.
 - c) Is fee included with permit? If not, payment will be requested.
 - d) When above conditions are met, planning committee member will sign application and forward to the Zoning Inspector.
5. Should application be non-compliant, specific code from ordinance will be cited and returned to resident with suggestions for meeting compliance.
 - a) If applicant agrees, changes are made and resubmitted.
 - b) If applicant disagrees, applicant may request hearing with zoning appeals board.
6. After application is approved, the Zoning Inspector will verify the proposed project per application with physical inspection of site.
7. When physical inspection is in compliance with approved request, a zoning certificate will then be issued. If non-compliant, necessary changes can be made or may be appealed to Zoning Appeals Board.