

CERTIFICATE OF COMPLIANCE (COC) PERMIT APPLICATION

Project Address:	
Property Owner: Name: Address: City, State: Phone: Email:	Applicant (if different from owner):
Parcel ID# (PIN):	Lot Size:
Brief Description of Request: (if structure is proposed, please include description of building use)	
Existing Site Conditions: (current buildings, uses, physical characteristics, etc.)	

Materials Required
<p>1. Site Plan (or legal survey, by licensed surveyor, if requested by City)</p> <p>Full scale plan at a scale not smaller than 1"=100' and include North arrow. To include:</p> <ul style="list-style-type: none"> • Location of all existing and proposed buildings and their size, including square footage, elevations, and setbacks; • Location of curb cuts, driveways, access road, parking spaces, off-street loading areas and sidewalks, if applicable; • Soil type and soil limitations for the intended use. • Location map showing general location of proposed use, along with map showing all principal land use within 500 feet of the parcel. • Sanitary sewer and water plan with estimated flow rates. <p>COPIES: 1 plan set at 11"x17" (half-scale); electronic file</p>
<p>2. Architectural/Building Plan (if applicable)</p> <p>At scale not smaller than 1"=100' and include North arrow. To include:</p> <ul style="list-style-type: none"> • Location of proposed buildings, dimensions and total square footage • Proposed floor plans • Proposed elevations • Description of building use <p>COPIES: 1 plan set at 11"x17" (half-scale); electronic file</p>

3. Grading/Landscape Plan (may be requested by City)

At scale not smaller than 1"=100' and include North arrow. To include:

- Grading Plan
- Vegetation, landscaping, screening plans including species and size of trees and shrubs
- Wetland Delineation (if applicable)
- Buildable area
- Topographic contours at 2-foot intervals and bluff line (if applicable)
- Waterbodies, Ordinary High Water Level and 100 year flood elevation
- Finished grading and drainage plan sufficient to drain and dispose of all surface water

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4. Written Narrative Describing the Request

Narrative must include:

- Reason for Application
- Description of use or operation
- Number of employees (if applicable)
- Hours of operation, including days and times (if applicable)

5. Other Agency Review: Statement acknowledging you have contacted other governmental agencies such as County, Watershed District, State agencies, or others that may have authority over your property for approvals and required permits.

6. Application Fee Paid: \$50 fee and \$500 escrow

7. Electronic copy of all submittal documents.

Application must be signed by ALL owners of the subject property:

We, the undersigned, have read and understand the above.

Signature of Applicant

Date

Signature of Owner (if different from applicant)

Date