



<p><u>For Internal Purposes Only (initial)</u>          Review fee paid: ____          Approved: ____          Approved with Conditions: ____          Denied: ____          Inspection Fee paid: ____</p>
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**Application for Minor Construction Project:**

Minor Construction Projects include, but are not limited to, installations of fences or retaining walls, decks, patios, driveways, arbors and awnings. They must follow the standards outlined in the code in terms of height, corner visibility, and design and may require a building permit as well as review by the Planning and Zoning Administrator. *This application must be completed and signed by the property owner of record or an Agent Letter shall be provided. There is a review/filing fee of \$23.50, which must be paid prior to review. A building permit, if required, along with building permit fees shall also be applied.*

**Property Owner Information<sup>1</sup>**

Full Name: \_\_\_\_\_  
Last First M.I.

Mailing Address: \_\_\_\_\_  
Street Address Apartment/Unit # PO Box City/State/Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Property Address: \_\_\_\_\_  
 (if different) Street Address Apartment/Unit # City/State

Legal Description: \_\_\_\_\_

Property Type:  Single-Family Residential  Duplex  Multi-Family Unit  Commercial  Other

Type of Minor Construction Requested:

Fence/Retaining Wall  Exterior Cover (arbor, pergola, gazebo or shade sail)  Deck, Patio, Porch

Driveway  Other. Please describe \_\_\_\_\_

**Attach a separate sheet to further describe the planned construction and attach any relevant site plan/drawings showing the location of the planned construction on the property. At minimum, show the following:**

- All lot dimensions.
- Location of the dwelling unit/and or other existing structures, including sidewalks, driveways and utilities
- Street and alley locations, including corner lots/intersections
- Dimensions of planned improvement, including total square footage
- Height of planned improvement
- Indicate type of construction material, if known
- Distance between planned improvement and all property lines
- Distance between planned improvement and any buildings on the site

I \_\_\_\_\_ swear that the information included herein is accurate, to the best of my estimation. I understand that no application shall be considered complete, and shall not be reviewed, until the application is complete, any inspection or review fee is paid in full (if applicable), and public hearing notice requirements (if applicable) have been fulfilled. The Zoning Administrator, Planning and Zoning Commission, Building Inspector and the Board of Trustees may deny my request for minor construction project, approve the request, or approve it with conditions. I understand that I may be subject to an additional inspection fee at \$47.00/hr. Construction shall not occur within utility easements, unless moveable. It may be moved or removed by the Town or by the utility, without any responsibility to replace or restore, as necessary to facilitate normal utility maintenance.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

<sup>1</sup> If applicant is not the property owner of record, an Agent Letter must be submitted with this application.