

## CHAPTER 7

### Zoning Permit

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#### **SEC. 12-7-1** PURPOSE.

This Chapter establishes procedures under which any construction or alteration of a building or other structure and any new use of land or building shall be cleared with the Zoning Administrator to make certain that it is in compliance with this Ordinance. The purpose of this requirement is to assure effective enforcement of zoning and also to protect owners and users of property by providing for a determination of compliance in advance of development. In order to lessen the burden upon property owners and to avoid unnecessary administrative duplication, the procedures under this Chapter may be, whenever possible, combined with existing procedures.

#### **SEC. 12-7-2** ZONING PERMIT.

- (a) Definition. A Zoning Permit is a statement issued by the Zoning Administrator stating the existing zoning provisions which apply to a given parcel of property. The following shall be specifically stated in the Zoning Permit:
- (1) Zoning district(s) within which the property is located.
  - (2) The specific use or uses of the proposed development.
  - (3) District regulations such as minimum lot area, yard requirements, etc.
  - (4) Any additional regulations which apply to the subject property such as those specified by a Conditional Use Permit, variance, or other action by the Board of Appeals, City Council or the Courts.
  - (5) The required number of off-street parking and loading spaces, the maximum number of signs and any other information related to the specific development proposed.

- (6) Status of any nonconformities which exist on the property.
- (7) Statement that the proposed use conforms to the requirements of this Ordinance.

**SEC. 12-7-3** APPLICATION AND ISSUANCE OF A ZONING PERMIT.

No building or addition thereto, or use of land, or change of buildings or land from one use to another, shall proceed until a Zoning Permit has been obtained from the Zoning Administrator. Application for Zoning Permits shall be made on forms prescribed by the Zoning Administrator and shall be accompanied by plans and additional information as necessary in the opinion of the Zoning Administrator to determine conformity with this Ordinance.

**SEC. 12-7-4** NOTICE OF NONCOMPLIANCE.

In the event a proposed development does not comply with the provisions of the Ordinance, a Zoning Permit shall not be issued; however, the aspects of the proposed development or use which does not comply shall be specified, in writing, to the applicant.

**SEC. 12-7-5** ISSUANCE OF A BUILDING PERMIT.

No Building Permit, as required by the City of Thorp, or other permit pertaining to the construction of building or use of land or buildings shall be issued by an officer, department or employee of the City, unless the application for such permit has been examined by the Zoning Administrator and a Zoning Permit for the proposed development has been granted.

**SEC. 12-7-6** EXPIRATION OF PERMITS.

Unless otherwise provided in this Ordinance, all permits issued under the authority of this Ordinance shall expire twelve (12) months from the date of issuance.