



Application Date:	
Fee: \$50	Escrow: \$950

CERTIFICATE OF COMPLIANCE

PARCEL IDENTIFICATION NO (PIN): LEGAL DESCRIPTION:		ZONING DISTRICT & COMP PLAN LAND USE: LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone:	APPLICANT (IF DIFFERENT THAN OWNER):
BRIEF DESCRIPTION OF REQUEST (if a structure is proposed, please include a description of building use; if grading is proposed, please provide a brief description and quantity):		
EXISTING SITE CONDITIONS (current buildings, uses, physical characteristics, etc.):		
APPLICABLE ZONING CODE SECTION(S): Please review the referenced code section for a detailed description of required submittal documents, and subsequent process. 1. Sec. 32-35 Certificate of Compliance		

Submittal Materials

The following materials must be submitted for a complete review of your request.

AP – Applicant check list, CS – City Staff check list

AP	CS	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<u>Site Plan.</u> Drawn to scale showing the following: <ul style="list-style-type: none"> Location of all buildings and their square footage Proposed curb cuts, driveways, access roads, parking spaces, off-street loading areas and sidewalks Landscaping and screening plans Location of well and septic on site COPIES: 5 Plan(s) at 11" x 17"
<input type="checkbox"/>	<input type="checkbox"/>	<u>Aerial Photograph.</u> Submit an aerial of the site to demonstrate existing conditions.
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Escrow Paid: \$950

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	<u>Survey of the property:</u> An official survey, by a licensed surveyor, may be requested. The survey shall be scalable and in an 11" x 17" format.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Sanitary and Storm sewer plans.</u> Sanitary and storm sewer plans may be requested depending on the proposal of the COC.

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<input type="checkbox"/>	<input type="checkbox"/>	<u>Building/Architectural Plans.</u> Depending if an accessory structure is proposed, a general building or architectural plan, including colors, may be requested.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Grading Plans.</u> Finished grading and drainage plans sufficient to drain and dispose of all surface water accumulated by the proposal may be requested.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Wetland Delineation.</u> If the proposed COC is near a potential wetland boundary or setback, delineation may be required to fully evaluate and approve, or deny, the COC.
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents

Review by the City Planner. The City Planner will review the Application and required documents to determine whether additional materials are necessary in order to issue the Certificate of Compliance. Please note, that other permits may be required by the City, and the City Engineer and Building Inspector may be involved in the review and approval process. In connection with your request your signature constitutes permission for a representative of the City of Grant to enter upon your property, during normal business hours, for the purpose of evaluating your request. This may involve minor excavation and soil borings. If you wish to be present during such inspection, please contact the City office.

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

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

Signature of Applicant

Date

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Date