



ZONING CERTIFICATE APPLICATION FOR A PERMITTED USE

SECTIONS 4 AND 5 OF ZONING RESOLUTION

FORM NO. 10

The undersigned hereby applies for a zoning certificate for the following described permitted use to be issued by the Zoning Inspector on the basis of the information contained in this application. The Zoning Inspector may request such additional information as may be necessary to ensure compliance with the Zoning Resolution or waive requested information on this form that may not be applicable. This application shall be completed by the property owner or his authorized representative. Incomplete applications shall not be processed. Please print legibly or type all information, sign, and date this form

1. Name of applicant: _____
2. Address: _____
Street Address Post Office State Zip Code
3. Phone No.: () _____ Email: _____
4. Name of owner (if different than applicant): _____
5. Property owner address (if different than #2): _____

Attach consent letter of authorization form [Consent Letter of Authoriztion.pdf](#) if applicant is not the property owner.

6. Zoning district in which the property is located. (Note: see zoning map at Russell Township website [Zoning_Map.pdf](#)
R-3 _____ R-5 _____ Other _____
7. This application is for:
 - New home: _____ Addition to an existing structure _____
 - Accessory structure: _____ 750 sq ft & over; _____ 150 sq ft to 749 sq ft
_____ under 150 sq ft
 - Alteration _____ Pool _____
 - Other: _____

7. Provide the following information:

Size of lot: _____ acres Lot Dimensions: _____ x _____

Front yard setback: _____ Rear yard setback: _____ Side Yard _____ x _____

8. Site plan and other information.

Note: See the Zoning Resolution Section 4, General Provisions, and Section 5, Zoning and Overlay District Regulations, that may apply.

Three (3) copies of a site plan shall be submitted and prepared by the owner, a contractor, a licensed professional engineer or architect.

Site plan content:

a. General Information:

- Name, mailing address, location address, phone number, and email of owner of record and the contractor or consultant who prepared the plan. Each plan sheet shall bear the seal of the professional engineer or architect who prepared it.
- Zoning district in which the property is located.

b. Specific Content:

- Locate, identify, and provide the dimensions and area of all existing and proposed:
 - Property lines with the total acreage of the property within and exclusive of the road right-of-way.
 - Lot frontage at the road right-of-way and width at the building setback line.
 - **Applicable front, side and rear setback lines.**
 - Front setback** – distance from the street or front property line to the house.
 - Side setback** – space between the side of your building and your side property boundaries.
 - Rear setback** – distance between the back of the building and rear property line.
 - Buffer zones or strips. Common open space.
 - Distance between buildings and structures.
 - Lot coverage, area and percentage, by buildings, structures, and other impervious surfaces.
 - Principal and accessories are attached or detached buildings, structures, and uses.
 - Driveways include width and setbacks.
 - Fences, walls, and earthen mounds.

- Locate and identify existing wetlands, ponds, lakes, streams, and other water features and show **riparian setbacks**.
- c. Exterior Lighting/Photometric Plan (Note: See Section 4.14):
The location, height, lumens, and bulb type of exterior lighting fixtures.
The direction of illumination and methods to eliminate glare, including full cut-off lighting, on adjacent roads and properties in conformity with the International Dark Sky Association program requirements.

d. Water Management and Sediment Control (WMSC) Plan (Note: See Section 4.13):

The undersigned hereby states that all the information supplied in this application, the site plan, and any other attachments thereto are true and correct to the best of my knowledge, information, and belief. I hereby acknowledge that the penalty for falsification is imprisonment for not more than six (6) months, or a fine of \$1,000.00, or both. I understand that I must comply with all the requirements specified in this application and such other applicable regulations in the Zoning Resolution. I understand that if construction of the permitted use described in the zoning certificate has not begun within six (6) months from the date of issuance or if construction had begun within six (6) months and has not been completed within two (2) years from the date of issuance, said certificate shall be revoked by the Zoning Inspector. I understand that if this zoning certificate application is denied, I have twenty (20) days from the date of such denial to file an application for a notice of appeal.

Signature of applicant: _____ Date: _____

Printed name: _____

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Office Use

Date Received: _____ Application Fee: _____

Zoning Certificate Number: _____ Facility File _____ Parcel # _____

Approved by Zoning Inspector: _____

Signature

Date

Denied by Zoning Inspector: _____

Signature

Date

If Denied, Regulations(s) Violated: _____