

City of Cottonwood Application for Zoning/Land Use Permit

Application Number _____

Date of Application Submission _____

General Information

Name of Property Owner _____

Address _____ Phone _____

Name of Contractor to be used _____

Address _____ Phone _____

Address of Proposed Construction Site _____

Legal Description of Property _____

Estimated Cost of Proposed Construction \$ _____

The applicant is requesting a zoning permit as required by Ordinance 1993-2, the City of Cottonwood Zoning Ordinance. A zoning permit is requested for the following activity (mark all that apply):

- Construction; Activity that increases the dimensions of any structure on the parcel
- Demolition; Activity that reduces or eliminates the structure on/from the parcel
- Moving; Relocating a structure to the parcel or from the parcel
- Use; Requesting a change in the use of a parcel

The structure will be used for the following purpose(s) - mark all that apply:

- Residence
- Business
- Industry
- Other (describe): _____

If construction or alteration is proposed, the applicant is required to submit with this application a drawing showing 1) the dimensions of the parcel on which construction is proposed to occur; 2) location, dimensions, and identification of use of all existing and proposed structures, driveways, parking areas, etc.; and 3) front, side and rear setbacks. For assistance in preparing a drawing, contact the City Clerk-Administrator at 423-6488.

Upon signing this application, the applicant is certifying that all of the information contained in this application is true and accurate. The applicant understands that the permit applied for, if granted, may be revoked if the project does not coincide with the information contained in this application.

Signature of Property Owner

____/____/_____
Date

City of Cottonwood Zoning Permit Application Process

The following is a brief explanation of the Zoning Permit Application Process:

1. Applicant is responsible for completing and submitting a zoning permit application to the City of Cottonwood. Application filing fee is as follows:
 - \$50.00 – Projects valued \$4,999 or less
 - \$100.00 – Projects valued at or above \$5,000
 - \$100.00 – Shoreland Alteration Permit
 - \$300.00 – Variance Requests
 - \$100.00 (Plus Publication and Mailing Expense) – Amendments to Zoning Ordinance
 - *Double fees for delinquent permits.

Along with the application, the applicant is required to submit a drawing of the parcel on which construction is proposed to occur; the drawing must include the size of the proposed project, the project's location on the parcel, lot lines and setbacks. The project must comply with the city Zoning Ordinance, including setback requirements. The applicant may ask the City Clerk-Administrator for assistance in completing the application and/or preparing the drawing.

The City of Cottonwood does not verify the location of lot lines; it is the responsibility of the landowner to locate lot lines. The City of Cottonwood recommends using a surveyor to locate lot lines.

2. After the application and filing fee have been submitted, the Clerk-Administrator may visit the proposed project site to verify drawing information.
3. If the Clerk-Administrator is confident that the application satisfies all requirements, the application will be presented to the City Council at the next regularly scheduled City Council meeting.
4. During the next regularly scheduled City Council meeting, the Clerk-Administrator will present the zoning permit application to the City Council for their consideration. The City Council will consider a motion either approving or denying the application.
 - a. If approved: Typically within 2-4 days, the applicant will receive, by mail, a zoning permit, a copy of the application, a copy of the drawing and a copy of the city council meeting minutes.
 - b. If denied: The City will inform the applicant that the application has been denied along with any reasons provided by City Council.
5. Upon receiving the Zoning Permit, the project may commence.
6. After the project has been completed, the Clerk-Administrator will visit the site to verify the project was erected as per the application and drawing.

City of Cottonwood Setback Requirements

The following information is for reference only; refer to the City of Cottonwood Zoning Ordinance 1993-2 for detailed information. In addition, it is the responsibility of the landowner to locate lot lines. The City of Cottonwood is divided into zoning districts, each with unique setback requirements.

Residential Districts

Single Family Residential (R-1) District Setbacks

Front & Rear: 30 Feet from lot line

Lakeshore Properties: Rear setback is 50 feet from ordinary high water level.

Side: 8 feet from lot line

Corner Lot: 25 feet from lot line on side adjacent to street (see Ordinance 1993-2 for more information).

Lakeshore Properties: Side setback is 10 feet from lot line.

Detached accessory structures:

Front: No detached accessory structures are permitted

Rear: 5 feet from lot line

Side: 4 feet from lot line

Corner Lots: Same as above

Fences: 1 foot from the lot line

Driveways, sidewalks and patios: May be constructed up-to lot line

Multiple Family Residential (R-2) District Setbacks

Same as R-1 District.

Mobile Home Residential (M) District Setbacks

Front: 15 feet from lot line

Side: 8 feet from lot line

Rear: 8 feet from lot line

Detached accessory structures:

Font: No detached accessory structures are permitted

Rear: 5 feet from lot line

Side: 4 feet from lot line

Fences: 1 foot from lot line

Driveways, sidewalks and patios: May be constructed up-to lot line

Commercial & Industrial Districts

Central Business District (C-1)

Front: No setback requirement

Side: No setback requirement

Rear: 15 feet from lot line

Highway Business District (C-2)

Front: 30 feet from lot line

Side: 20 feet from lot line

Rear: 20 feet from lot line

Industrial Buffer District (I-B)

Front: 30 feet from lot line

Side: 15 feet from lot line

Rear: 15 feet from lot line

Industrial District (I-1) High Density

Front: No setback requirement

Side: 5 feet from lot line

Rear: 5 feet from lot line

*Construction is not permitted within 25 feet of an existing structure.

Industrial District (I-2) Medium Density

Front: 25 feet from lot line

Side: 15 feet from lot line

Rear: 15 feet from lot line