

# Town of Elizabeth

151 S. Banner St.  
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<http://www.townofelizabeth.org>

## Pre-Application Meeting Staff Checklist

### Planning

- Current Zoning: P-I RC CMU L-I DT PUD  
R-1 RE R-2 R-TH R-3 A-1 LR MH-1 MH-2
- Is your proposed use allowed within zoning standards? Y / N
- If not, what are you proposing?
  - Rezone
  - Use by Special Review
- Dimensional Standards
  - Setbacks
  - Principal Building Height
  - Accessory Building Height
  - Minimum vegetative area

### Building Inspections/Code

- ADA/Accessibility
- Change in use? Y / N
- Are you aware a demolition permit is required to move walls, electrical, gas, plumbing, HVAC? Y / N
- What type of business are you?
- What was the previous business?
- Do you plan on changing the existing floor? Y / N
- Do you plan on doing any construction/remodeling? Y / N
- Are you aware that a permit is required for construction/ remodel? Y / N
- Building Permits (Tenant Finish or New Built)

### Fire Inspections/Code

- Building Classification
- Ingress/Egress
- Fire Barriers/Separation
- Safety Apparatus/Signs/etc...

### Public Works Department

- Road Access
- Water Meter
- Water & Sewer Standards can be viewed on the Town website at [townofelizabeth.org](http://townofelizabeth.org)
- Backflow Prevention

- Interceptors (Grease/Oil/Hair, etc...)
- Curb Stops

**Additional Requirements Moving Forward**

- Business Licenses
- Signage

***Office Use Only***

*Project Title:*

*Description:*

*Review Date:* \_\_\_\_\_ *Date/Time:* \_\_\_\_\_