

THE CITY OF ELM SPRINGS

APPLICATION & CHECKLIST FOR A ACCESSORY STRUCTURE GREATER THAN 600 SF

FOR STAFF USE ONLY

Date Application Submitted: _____

Date Accepted as Complete: _____

FEE: \$ 0

P.C. Meeting Date: _____

Zone: _____

Application:

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be placed on the Planning Commission agenda until the application is completed and required information is provided. Required information is due 15 days prior to the meeting date.**

GENERAL INFORMATION: (Indicate where correspondence should be sent)

Representative: _____

Address: _____

Day Phone: (____) _____

email: _____

Property Owner: _____

Address: _____

Day Phone: (____) _____

email: _____

PROPERTY DESCRIPTION:

Site Address: _____

APPLICANT/REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

√ _____ Date: _____

PROPERTY OWNER/AUTHORIZED AGENT: I certify under penalty of perjury that I am the owner of the property that is the subject to this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

√ _____ Date: _____

Checklist:

- 1. Completed application form.
- 2. Payment of the application fee: \$ 0
- 3. Proof of notification of adjacent property owners by certified mail. (15 days prior to meeting date) (Adjacent property owners include all property touching yours & properties across from you, even if divided by a road)
- 4. Site plan showing all existing and proposed structures dimensioned from the structure to the property line and required setbacks.
- 5. A written statement containing the proposed use information including the following:
 - A. Materials used for construction.
 - B. Size and height of the structure.
 - C. Intended use of structure.
 - D. Acknowledgement that the structure can not be used as a dwelling or a place of business.