

## Zoning Permit Process for Large Projects

### **STEP ONE:**

SUBMIT THE FOLLOWING:

- Completed Zoning Permit Application
- Certified Site Plan & Building Plans. (2 Copies)
- \$625.00 Residential Project or \$725.00 Commercial Project
  - a) Review Fee \$25.00
  - b) Grade Plane Fee \$100.00 (Residential)  
\$200.00 (Commercial)
  - c) Engineer Deposit \$500.00

**\*\*Please allow up to 3 weeks for the approval of your site plans.\*\***  
**They are being reviewed by our City Engineer.**

### **STEP TWO:**

- You will receive a call that your site plans are approved and your zoning permit is prepared.
- You may pick up your approved plans and zoning permit. You will need to bring the following fees/deposit: (Please refer to the Zoning Permit Fee List)
  - a) Zoning Permit Fee
  - b) Road Bond Deposit
- Bring your approved site plans and building plans to the Lake County Building Department

### **STEP THREE:**

YOUR PROJECT IS COMPLETE:

- Submit the as-built for the completed project.
- The City Engineer and the Zoning Inspector will verify the completed job.

### **STEP FOUR:**

- You will receive a call that your as-built plans are approved and ready for pickup.
- Take the approved as-built to the Lake County Building Department for final inspection.

### **STEP FIVE:**

- Once Lake County submits its final inspection, your Road Bond and remaining Engineer Deposit will be released.
- A Permanent Occupancy Certificate will be issued.