

ZONING PERMIT PROCESS FOR LARGE PROJECTS

Step 1

SUBMIT THE FOLLOWING:

- Zoning Permit Application, filled out in its entirety
- Certified Site Plans & Building Plans (2 copies of each)
- Check/Cash for the following fees/deposit:

Residential Project = \$625.00

\$25.00 Review Fee

\$100.00 Grade Plan Fee

\$500.00 Engineer Deposit

Commercial Project = \$1,225.00

\$25.00 Review Fee

\$200.00 Grade Plan Fee

\$1,000.00 Engineer Deposit

***** Please allow up to 3 weeks for the return of your site plans *****
Your plans are being reviewed by the City Engineer

Step 2

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

Step 3

YOUR PROJECT IS COMPLETE:

- Submit the as-built for final zoning approval
- The City Engineer and Zoning Inspector will review the as-built plans to verify the completed project

Step 4

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

Step 5

- Once Lake County Building Department submits it's approved final inspection, your Road Bond and remaining Engineer Deposit will be released
- A permanent Occupancy Certificate will be issued.