



A RECOGNIZED BICENTENNIAL COMMUNITY

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www.crockery-township.org

Administrative Compliance Review

INSTRUCTIONS TO APPLICANT

A Zoning Permit must be obtained from the Zoning Administrator prior to construction or structural changes of any structure. Zoning applies to every building, structure or use. No building, structure or land shall be used or occupied, and no building or structure or part thereof shall be erected, moved, placed, reconstructed, extended, enlarged, or altered, without first obtaining a Zoning Permit

IMPORTANT: A Zoning Permit is required in order to obtain a building permit. It will be your responsibility to ensure that all of the required information is provided. The Zoning Administrator will provide you with a copy of the zoning permit to take with you to obtain a building permit. Please note that all Commercial/Industrial Projects will require building plans to be written to include 2015 IFC as adopted by the Township.

Every application for a Zoning Permit shall be accompanied by a site plan showing the following information:

1. The actual shape and dimensions of the lot to be built upon.
2. The location of all existing structures and sized dimensions.
3. Location of proposed structures and sized dimensions.
4. Exact scaled measurements of the setbacks of existing and proposed structures.
5. Locations of roads or easements of record.
6. Location of water, sewer (septic) and utility lines including connections to all buildings.
7. Location of all surface water features.
8. North arrow, scale, and date.
9. Name of individual and/or organization preparing the site plan.

Please **sign and date** the Zoning Permit form where indicated and return the zoning application and the required fee to the township offices. Applications requiring public hearings or Planning Commission review **must be returned 21 days before** the next scheduled meeting. Applications will not be considered delivered until all required information is included.

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	ITEM	APPLICATION FEE	INITIAL ESCROW AMOUNT
A	Zoning Application 1. Buildings 200 sf. or less and misc. requests. 2. New construction greater than 200 sf.	\$25.00 \$50.00 (Revised 1/16/19)	N/A
B	Rezoning of Lands 1. Residential 2. Commercial	\$150.00 \$250.00	(Revised 7/14/14) \$1000.00 (Revised 7/14/14) \$1500.00
C	Planned Unit Development	\$500.00	(Revised 7/14/14) \$2500.00
D	Private Street	\$100.00	\$1000.00
E	Special Land Use	\$150.00	(Revised 7/14/14) \$1500.00
F	Variances & Appeals	\$150.00	\$400.00
G	Site Plan Review	\$250.00	(Revised 7/14/14) \$1000.00
H	Site Condominiums and Condos	\$500.00	\$1000.00
I	Platted Subdivisions	\$250.00	(Revised 7/14/14) \$300.00 per lot
J	Demolitions	\$50.00	\$1.00 per sq. ft.
K	Signs	(Revised 4/10/17) \$100.00 (Per Sign)	N/A
L	Land Division Approval	\$100.00	\$50.00 each additional
M	Other Zoning or Land Use	\$100.00	Determined by ZA
N	Request for Additional Committee Meetings	(Revised 7/14/14) \$350.00	NA

The Application Fees Shall be Doubled if Work is Commenced Before a Permit is Applied for.

Time limit for return of escrow – 2 years per Twp Board

Updated 07/17/2014 per Resolution 2014-15

Updated 04/10/2017 per Resolution 2017-12

Updated 01/16/2019 per Resolution 2019-03