



PLANNING APPLICATION

NOTE TO APPLICANT: All fields below must be completed with fee paid. See list of submission requirements for each type of application at the back of this packet. All items required to be submitted must be received for your application to be reviewed.

Name of Applicant: _____ Phone No: _____

Email Address: _____

Mailing Address: _____

Street Address of Proposal: _____ Parcel ID: _____

Description of Application: _____

Check One	Type of Application	Fee	Submission Requirements
	Administrative Appeal	\$ 50.00	1. All fields on this form completed with signatures for every involved property owner (may use extra paper for more signatures). 2. Fee payment made to City of Fairmont. 3. All documents listed for your type of application at the back of this packet.
	Code Amendment	\$150.00	
	Conditional Use Permit	\$250.00	
	Home Occupation Permit	\$150.00	
	Major Subdivision (Preliminary Plat)	\$300.00	
	Minor Subdivision	\$ 90.00	
	Planned Unit Development	\$250.00	
	Rezoning	\$300.00	
	Variance Request (Residential)	\$150.00	
	Variance Request (Commercial)	\$250.00	

I HEREBY CERTIFY THAT THE INFORMATION AND EXHIBITS HEREWITH SUBMITTED ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Owner's Name (Printed) _____ Owner's Signature _____

Applicant's Name (Printed) _____ Applicant's Signature _____

CITY STAFF USE ONLY	
Check No: _____	Date Paid: _____
Date Received as Final and Complete: _____	
60-Day Rule Deadline: _____	_____
Date of Final Decision: _____	_____

SUBMISSION REQUIREMENTS

Administrative Appeal

1. A statement to the Board of Zoning Appeals explaining why the action taken or determination made is not appropriate and should be overturned.

Code Amendment

1. A statement to the Planning Commission introducing the proposal.
2. Proposed ordinance language.

Conditional Use Permit

1. A statement to the Planning Commission explaining the proposed use and how it would meet the requirements of City Code Chapter 26, Article II, Division 4.
2. A site plan drawn to scale showing:
 - a. Lot dimensions and required setbacks.
 - b. Proposed structures, parking, and other areas.
 - c. Existing and proposed grading in 2-foot elevation contours.
 - d. Existing and proposed drainage and utility features.
3. A full legal description of the subject property.
4. Any other information required by the zoning administrator.

Home Occupation Permit

1. A statement to the Planning Commission explaining the proposed occupation and how it would meet each performance standard of City Code Section 26-705.
2. A full legal description of the subject property.
3. Any other information required by the zoning administrator.

Major Subdivision (Preliminary Plat)

1. Written approval by the city planner to proceed past the preliminary sketch phase and into the preliminary plat phase.
2. A statement to the Planning Commission introducing the proposal.
3. A preliminary plat document drawn by a registered surveyor containing all the items required by City Code Section 24-77.
4. A full legal description of the subject property (separate from the description on the plat).
5. Any other information required by the city planner.

Minor Subdivision

1. A minor subdivision document drawn by a registered surveyor containing all the items required by City Code Section 24-52.

Planned Unit Development

1. A statement to the Planning Commission explaining the proposed use and how it would meet the requirements of City Code Chapter 26, Article V, Division 2 and City Code Chapter 26, Article II, Division 4.
2. A site plan drawn to scale showing:
 - a. Lot dimensions and required setbacks.
 - b. Proposed structures, parking, and other areas.
 - c. Existing and proposed grading in 2-foot elevation contours.
 - d. Existing and proposed drainage and utility features.
3. A full legal description of the subject property.
4. Any other information required by the zoning administrator.

Rezoning

1. A statement to the Planning Commission explaining the proposal and how it meets the intent of the Fairmont Comprehensive Plan.
2. A sketch of the parcel(s) and the surrounding area showing existing zoning designations.
3. A sketch of the parcel(s) and the surrounding area showing proposed zoning designations.
4. A full legal description of the subject property.

Variance Request (Residential and Commercial)

1. A statement to the Board of Zoning Appeals containing:
 - a. The specific variance distance, height, area, or other standard requested.
For example: Requesting a 15-foot southern front yard setback instead of the 30 feet required.
 - b. A description of the proposed work or proposal and why the variance is necessary.
 - c. A detailed answer to all six questions relating to variance standards on the Variance Criteria Guidance sheet.
2. A site plan drawn to scale showing:
 - a. Lot dimensions and required setbacks.
 - b. Proposed structures, parking, and other areas including their distances to property lines.
 - c. Complete proposed impervious surface dimensions and areas in square feet (if relating to shoreland management).
3. A survey drawn by a registered surveyor containing:
 - a. Lot dimensions and required setbacks.
 - b. Location of existing structures, parking, and other areas.
 - c. Complete existing impervious surface information, dimensions, and areas in square feet, 2-foot elevation contours, and bluff determination (if relating to shoreland management).
4. A full legal description of the subject property.