

**CITY OF GARRISON**  
**LAND USE PERMIT APPLICATION**

**APPLICATION:**

- A. Applicant shall complete Land Use Permit Application and submit to the Zoning Administrator.
- B. Application shall be accompanied by site plan drawing complete with the following minimum information:
  - Size of parcel, drawn to scale
  - Location on the parcel of all existing structures and their square footage
  - Location on the parcel of all proposed structures and their square footage
  - Existing and proposed driveway, access roads, parking, sidewalks and other impervious coverage
- C. Application shall include drawings showing number of bedrooms in the structure.
- D. Application shall include elevation drawings showing proposed structure height.
- E. Application shall include Sewer Compliance Inspection (if ISTS) if the ISTS is over five years old.

**REVIEW:**

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. City Staff will indicate on the application the date that the application is complete. The applicant will be notified where additional information is needed.
- B. The City Staff shall, based on submittals, compute the land use permit fee. This fee shall be paid by the applicant before a permit is issued. The fee is non-refundable.

**ACTION:**

In order to obtain a land use permit, the following must happen:

- A. The Zoning Administrator must review and approve the Sewer Compliance Inspection report or verify the age of the ISTS.
- B. The City Clerk must review all current City billings and insure that the applicant is current on all payments.
- C. The City Clerk must insure that the permit fee has been collected.
- D. The Planning and Zoning Administrator must insure that the proposed improvements meet the requirements of the Ordinance.

**PLEASE NOTE: The City strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. Close coordination with the City Staff during the project design phase and submittals that are complete and accurate will help applicants avoid delays.**

APP # _____
Date _____
(for office use only)

**CITY OF GARRISON**  
**LAND USE PERMIT APPLICATION**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Applicant is:

Title Holder of Property:

- Legal Owner            ()
- Contract Buyer        ()
- Option Holder         ()
- Agent                   ()
- Other \_\_\_\_\_

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State, Zip)

Signature of Owner, authorizing application (required): \_\_\_\_\_  
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): \_\_\_\_\_  
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request (driving directions):  
\_\_\_\_\_  
\_\_\_\_\_

Fire No. \_\_\_\_\_, Re Code No. \_\_\_\_\_

Zoning District \_\_\_\_\_

State nature of request in detail: (What are you proposing for the property?)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by the Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

