

PAWNEE COUNTY JOINT PLANNING COMMISSION

INSTRUCTIONS

Application for a ZONING CERTIFICATE

1. Prior to the erection or alteration of any structure (including structures for agricultural uses), an application for a Zoning Certificate shall be obtained.
2. Application forms for a Zoning Certificate shall be provided and filled out in the office of the Zoning Administrator. Either the owner or his contractor may obtain the certificate.
3. The applicant shall provide, at the time of application, a site plan drawn to scale showing the legal description of the real estate involved; location and size of all buildings, structures, yards and open space. In addition, the site plan should show the following if relevant: width and length of all entrances and exits to and from said real estate, all adjacent and adjoining roads and highways, sufficient grades and elevations to establish the proper placement of buildings, adequate sewage disposal systems, the proper drainage of the property, and the applicability of possible floodplains, and the location and specifications of all signs, lighting, fencing, screening, landscaping, and other such site improvements.
4. No certificate shall be issued unless the site plan is submitted.
5. No application fee is required.