

CHAPTER FIVE

DIVISION I PERMITS

Section 5-10 Division I Permit Procedure - Division I permits provide for the rapid staff approval of permits for single-family residences, Administrative Minor Subdivisions and lot line adjustments.

- A. **Filing Fees** - An application for a Division I permit may be filed with the staff at any time during regular business hours.
1. The filing fee for single family residences or additions onto single family residences shall be: Eighty dollars (\$80.00) for the first one thousand square feet under roof, plus eight cents (\$.08) for each additional square foot in excess of one thousand. The minimum filing fee shall be eighty dollars (\$80.00). {For example, a new home of 1,250 square feet would pay a filing fee of \$80.00 for the first 1,000 square feet and \$20.00 for the additional 250 square feet (250 X \$.08) for a total filing fee of \$100.00.}
 2. The filing fee for Division I Administrative Minor Subdivision Permits shall be fifty dollars (\$50.00) per new or resulting parcel and the filing fee for a Division I administrative fee is \$25.00 for change in lot lines with no required improvements or easement affected and no new parcel being created.
 3. The filing fee for a Div I permit on an expansion of a Division II or III permitted use shall be ten cents (\$.10) per square foot under roof with a minimum filing fee of one hundred dollars (\$100.00). The square footage charge shall not apply to Home Occupations or Public Institutional uses.
 4. Soil Erosion and Control Permit (\$200.00) (When not issued in conjunction with other permit). Permit will be issued when engineer plans are received and approved by the Planning and Zoning Administrator. Refer to Chapter 19.
 5. If the development or Land Use Change is in violation of these codes when an application is applied for, the filing fee shall be doubled.

B. The application must include the following:

1. Verification of approved sewer system or individual waste water treatment system approved by the County Health Department, or evaluation of existing sewer system if adding bedrooms or baths
2. Recorded deed of property description of the area in question. (This must be typed or a copy of an official document, i.e., abstract, warranty deed, tax record, etc.)
3. Verification of the date of recording. (New tracts of land recorded on or after February 1, 1993 may be subject to the requirements of the *Unified Development Codes* and require a separate permit.)
4. Real Property parcel number.
5. Plot plan drawing showing; property lines, existing structures, utility lines, roads, streams, irrigation or drainage structures and prominent topographic features. The drawing does not have to be drawn to scale, but dimensions shall be shown.
6. Application signed by owner or legal representative.
7. Must produce a square footage drawing for building
8. Any other information that may be required to determine compliance with these Codes.

C. Additional Requirements

1. Applications for expansions and additions on to Permitted Land Uses must include the additional information required in a Division II or III Permit application.
2. Soil & Erosion Control Permits will be issued in accordance with Chapter Nineteen - Soil and Erosion Control Regulations.
3. Floodplain Development Permit/Applications must be submitted if Zone A is located on the property of the proposed development.

D. Action - Subject to the limitations of Section 20-25 – (Planning & Zoning Commission Jurisdiction over Uses Permissible with a Division One Permit) the following actions shall be taken on an application for a Division I permit.

1. If the staff finds that the proposed development is in compliance with policies in Section 5-10 - Division I Permit Procedure, will be within the impervious coverage limits established for its site in Section 10-15, D - Impervious Cover Limitations, will be connected to an approved central sewer system, an existing individual wastewater treatment system which has passed an evaluation by the County Health Department or a new individual wastewater treatment system approved by the County Health Department, has adequate access to a public road, and an excessive sedimentation hazard does not exist, and meets all the other requirements of the Unified Development Codes, the application for a permit shall be approved. If the development is not in compliance with those policies or will not be served by an approved wastewater treatment system, or if its impervious coverage will be above the maximum allowed for its site, or if an excessive sedimentation hazard exists, the application shall not be approved. Division I permit for the subdividing of land only, are not required to meet wastewater specifications.
2. Completed Applications for Division I permits shall be processed within five (5) working days of their filing.

E. Notice - The developer shall receive prompt written notice of the approval or denial of his or her application for a permit. The Planning and Zoning Commission and the County Commission shall receive a monthly summary of all Division I permits.

F. Time Line for Division I Permit

- _____ File completed application with all required information (see Section 5-10 A - Filing). Pay filing fee.
- _____ Minor Subdivision Permit (if needed.)
- _____ Site Reviewed By Staff.
- _____ Approval / Denial (within 5 working days of being filed.)
- _____ Final Septic Inspection Documentation Received.
- _____ Final Site Review.
- _____ Drive Way Standards Met. (See Section 15-40 - Driveway Access Points).
- _____ Required Setbacks Met. (See Chapter 13 - Setbacks.)
- _____ All Other Requirements and Conditions Met.
- _____ Certificate Of Occupancy Issued. (See Section 4-38 - Certificates of Use / Occupancy).