

FOR OFFICE USE: CASE # \_\_\_\_\_ Receipt # \_\_\_\_\_  
Z.B.A. Public Hearing: \_\_\_\_\_ Amount \_\_\_\_\_

**CITY OF CARTER LAKE**  
**APPLICATION FOR PLANNING BOARD AGENDA**

1. APPLICANT: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ \*Status: \_\_\_\_\_
2. REPRESENTED BY: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
3. STREET ADDRESS/LOCATION: \_\_\_\_\_  
\_\_\_\_\_
4. LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_
5. OWNERS NAME: \_\_\_\_\_
6. OWNERS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
7. REASONS FOR REQUEST AND INTENDED USES: \_\_\_\_\_  
\_\_\_\_\_
8. ZONING DISTRICT: \_\_\_\_\_
9. PRESENT USE: \_\_\_\_\_
10. COPY OF BLUEPRINTS OF INTENDED STRUCTURE. \_\_\_\_\_
11. ADMINISTRATIVE DECISION ISSUED: \_\_\_\_\_  
\_\_\_\_\_

FOR OFFICE USE

12. ATTACHED TO THE APPLICATION ARE:
  - a. Denied "Building Permit Application" Form..... \_\_\_\_\_
  - b. Approves..... \_\_\_\_\_
  - c. Restrictions..... \_\_\_\_\_

THE FACTS PRESENTED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

13. SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

TYPED OR PRINTED NAME: \_\_\_\_\_ \*Status: \_\_\_\_\_

**\*NOTE:** P.O. = Property Owner C.P. = Contract Purchaser  
O.H. = Legal Optionholder A. = Owner's authorized agent

## MINIMUM REQUIRED INFORMATION (TO BE SHOWN ON THE SITE PLAN)

The site plan shall be legibly and accurately drawn on paper suitable for reproduction. The plan shall be drawn to a scale of 1 inch to 50 feet or less and should have an overall size of 8 1/2" x 11" or if not possible then a maximum size of 11" x 17" The plan shall contain the following information:

1. The name and address of the person filing the application
2. The date, scale and north arrow
3. Property lines
4. Street, sidewalks and alleys
5. Blueprint proposed structures (copy to be left with the planning board and building inspector)
6. Existing structures within 20 feet of the property
7. Accurate dimensions of the property and all structures involved.

## SAMPLE SITE PLAN

John Doe  
Avenue B, Carter Lake  
January 10, 2020

