Town of Woodruff Planning & Zoning Commission Project Checklist

A <u>complete</u> application packet must be filed with the Woodruff Town Clerk at least seven days prior to the planning commission meeting that your application will be considered.

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED

Please include the following information in your packet:

Three (3) duplicate copies of the following:

☐ Completed Town of Woodruff Building Permit Application

☐ 8 ½" x 11" plot plan showing lot dimensions and area, and the location, uses, dimensions, and set backs of all existing and proposed buildings. (Including the same information for property from which a new lot is being created, where appropriate.)

☐ A list of landowners and their addresses for all property within 100 feet of the property in question.

Two (2) duplicate copies of the following:

☐ A legal description and current ownership plat of the property. (May be obtained from the county recorder.)

In addition, please include:

☐ A filing fee of $10.00 payable to the Town of Woodruff.

Town of Woodruff
Building Permit Application

This application must be accompanied by the necessary and appropriate materials as stated on the attached project checklist before it will be accepted for processing. The application will be reviewed at the next meeting after an application has been accepted as complete by the town staff.

Property Owner:	Phone No.

Property Address:

Applicant (if different than property owner):

Mailing Address:

Class of Work (Circle one)　　　New Addition　　　Alteration　　　Move　　　Remove

Describe the proposed project:

I certify that the information contained in this application and supporting materials is correct and accurate.	Signature of Applicant
I certify that I am the owner of record of the subject property and that I consent to the submission of this application.	Signature of Owner (if different than applicant)

	Town Use Only
Date Received:	Received by:	Fee:	Check No.: