

ZONING PROCESSES and FORMS

AR/PI PROCESSES	REQUIRED/NECESSARY FORMS	DOCUMENTS GENERATED	OLD AND NEW PROCEDURE
Concurrency	Form numbers 2, 3, 29, 30 and 31, Justification Statement, Warranty Deed, Survey, Photos of Site, Proposed Site Plan and other applicable documents are submitted on a disc provided by the Applicant.	Epzb Accounting Fee Receipt, Epzb Concurrency Reservation Application, Epzb Application Summary Provider List, Provider Reports and Concurrency Certificate.	CURRENT: Since 2005, duplicate files have been maintained. The result will be savings in: staff time (no longer need folders created, documents hole punched, files filed) and money being spent on the cost of purchasing folders, paper, ink, off-site storage. NEW: Paperless files, retroactive back to 1/1/11.
Special Permit	Form numbers 2, 3, 93, Warranty Deed, Copy of Liability Insurance Certificate, Removal Agreement, if required and supporting documentation such as: floor plan, seating plan, Fire Marshall site plan and Certificate, etc.	Epzb Accounting Fee Receipt, Epzb General Application and Special Permit.	CURRENT: Since 2003, duplicate files have been maintained. The result will be savings in: staff time (no longer need folders created, documents hole punched, files filed) and money being spent on the cost of purchasing folders, paper, ink, off-site storage. NEW: Paperless files, retroactive back to 1/1/11.
Short ZCL	Form number 50 or Written Request	Epzb Accounting Fee Receipt, Epzb General Application, Zoning Status (Results), Aerial, Site Plan, if applicable and Zoning Confirmation Response.	CURRENT: Since 2003, duplicate files have been maintained. The result will be savings in: staff time (no longer need folders created, documents hole punched, files filed) and money being spent on the cost of purchasing folders, paper, ink, off-site storage. NEW: Paperless files, retroactive back to 1/1/11.
Long ZCL	Form number 50 or Written Request, 44, 46 and other supporting documentation such as: building permit records, receipts, floor plan, proposed site plan, etc.	Epzb Accounting Fee Receipt, Epzb General Application, Zoning Status (Results), Aerial, Site Plan, if applicable and Zoning Confirmation Letter and applicable attachments.	CURRENT: Since 2003, duplicate files have been maintained. The result will be savings in: staff time (no longer need folders created, documents hole punched, files filed) and money being spent on the cost of purchasing folders, paper, ink, off-site storage. NEW: Paperless files, retroactive back to 1/1/11.
COMMUNITY DEVELOPMENT REVIEW PROCESSES	N/A	N/A	Paperless file implementation is pending.
ARCHITECTURE & LANDSCAPING REVIEW	N/A	N/A	Paperless file implementation is pending.