

ACCESSORY BUILDING PERMIT INFORMATION

INTRODUCTION:

The purpose of this information is to explain the accessory building approval process when review and approval by the Planning Commission is required. Section 42-121 of the Zoning Code establishes the maximum floor area for all accessory buildings associated with a single-family residential dwelling in the R-1A through R-1E zoning districts. The maximum floor area requirements also apply to single-family residential dwellings located in the RM-1 and RM-2, multi-family residential zoning districts. Lakefront lots excluded, the maximum square footage of all residential accessory buildings cannot exceed 20% of a required rear yard or the total ground floor area of the main building (dwelling). However, if the property is unplatted and greater than two acres, the floor area of all accessory buildings may exceed the ground floor area of the main building subject to the review and approval of the Planning Commission.

IMPORTANT MATERIALS THAT MUST BE SUBMITTED TO THE PLANNING COMMISSION:

Applicants are responsible for providing materials for review by the Planning Commission that describe and graphically illustrate the request for an accessory building approval. The following information explains the responsibilities of applicants. IF SUCH INFORMATION IS NOT PROVIDED, THE COMMISSION MAY NOT BE ABLE TO ACT ON A PARTICULAR APPLICATION FOR LACK OF INFORMATION. The following is required to be submitted to the Department of Community Development at least ten working days prior to the Planning Commission meeting date:

1. A DESCRIPTION OF THE INTENDED USE FOR THE BUILDING. The building must be for personal use only. Commercial (non-residential) uses are prohibited.
2. SKETCHES OF THE BUILDING including floor plan (if applicable), building elevations and proposed construction materials.
3. A SKETCH OF THE PROPERTY OR SITE MAP including adjoining properties and/or buildings, if pertinent to the application. Dimensions in feet of the property and proposed/existing buildings including setbacks are to be indicated. Topography, vegetation and other physical features should also to be shown on the sketch or site map.
4. AN ACCESSORY BUILDING PERMIT APPLICATION (attached) must be completed and signed by the property owner. Unless applying by mail, the Department of Community Development will prepare a computerized application with the applicant at time of submittal.
5. APPLICANT OR THEIR REPRESENTATIVE MUST ATTEND the Planning Commission meeting at which his/her application will be considered. Input from the public will be accepted during this meeting.
6. ACCESSORY BUILDING PERMIT FEE: \$250 per application

For further information on Accessory Building Permit applications, please contact the Department of Community Development at 329-4477. Department staff will be glad to assist you.

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APPLICANT INFORMATION

Name		Telephone Number	
Address	City	State	Zip code

OWNER INFORMATION (if different)

Name		Telephone Number	
Address	City	State	Zip code

PROPERTY INFORMATION

Address of property	Zoning District	Land Area (acres)
Legal Description (or attach separate page)		

PROPOSED ACCESSORY BUILDING

Description of proposed accessory building and intended use (attach additional pages, if necessary)

OWNER CERTIFICATION

I hereby certify that I am presently the legal owner for the above-described property and all of the above information is true accurate. I further acknowledge that approval of this Accessory Building Permit constitutes an agreement with the City of Portage and all conditions or limitations imposed shall be fulfilled.

Signature _____	Date _____
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