

**AN OVERVIEW OF TYPICAL
ZONING REVIEW OF BUILDING PERMIT APPLICATIONS**

Florence Ball, Zoning Coordinator

I. SITE PLAN:

- A. **SETBACKS** – I verify that site plans are to scale and the proposed buildings are at the same scale & size shown by the dimensions given on the construction drawings. Verify that the setbacks on the building permit application match those on the site plan.
- B. **ZONING DISTRICT** – I verify the zoning district in which the subject property lies, and any special overlays that affect the property such as Buffer Management Areas (BMAs), Historic Districts, Gateway Zoning, etc where applicable.
- C. **FLOOD ZONE** I indicate on the building permit application the flood zone of the area in which the proposed construction lies. If it is in an “AE” zone, I verify it by utilizing the digital FEMA Firms on the FEMA website, and I prepare an overlay of the property on a print-out of the FEMA FIRM showing the approximate location of the proposed construction. A copy of this information is added to the permit folder for use by the building inspector and other reviewing agencies as appropriate. If there is an issue that will impact permit approval, the applicant is promptly advised.
- D. **WETLANDS** If a wetland is indicated in an area that would affect proposed construction, a site visit by staff is arranged to verify the wetland. The applicant is then promptly advised if there is an issue with the location of the proposed construction.
- E. **IMAGRY** Using the latest available aerial photography on the Land Use Map, I check to see if anything has been omitted from the site plan such as structures, driveways, patios, sidewalks, swimming pools, etc. Discrepancies are then verified to ensure that the lot coverage information submitted with the building permit application is correct and up-to-date.
- F. **FORESTRY** On critical area properties with waterfront, the applicant is required to submit a Buffer Management Plan (BMP). The Zoning Coordinator refers the building permit application to the Environmental Planner, who coordinates with the applicant to advise what is needed to meet the requirement. **Zoning approval cannot be granted until this requirement is satisfied.**

II. LOT COVERAGE AND DISTURBANCE:

- A. **LOT COVERAGE** - All construction in the Critical Area or the WRC zoning district requires the applicant to report existing and proposed lot coverage which is regulated by the applicable lot coverage allowance for the subject property. Lot coverage allowance and lot coverage calculation forms are completed by the applicant and reviewed during the zoning review process. These calculations may also be submitted on the site plan prepared for the proposed project. If there is an issue with the total lot coverage, the applicant is immediately advised.
- B. **DISTURBANCE** - All proposed construction must have disturbance calculations (both Critical and Non-Critical Area). There is a separate disturbance form for Non-Critical Area properties which are not required to report lot coverage.

III. OTHER AREAS OF REVIEW

- A. CONSTRUCTION DRAWINGS** Proposed structures must be accurately and neatly drawn to a standard architectural scale and must be fully dimensioned on all floor plans to enable verification of square foot area information as well as verification of structural integrity for review by the building inspector. Ensure that the footprint on the submitted site plan matches that of the structure shown on the floor plans. Reproduced drawings must be dark enough to read clearly. Use caution when photo-reproducing drawings to ensure that the scale remains accurate. A floor plan for every floor in the structure must be submitted, including attics having a floor to ceiling height of 7 feet or greater. A cross-section drawing illustrating structural members and floor to ceiling height dimensions must also be submitted.
- B. PROJECT DESCRIPTION** I check the description on the permit application against construction plans to ensure that the description is accurate and complete. The description that appears on the building permit must reflect the complete scope of the work to be done.
- C. SQUARE FOOTAGE** I verify the footprint, heated area and non-heated area listed on the permit application by checking the dimensions given on the floor plans.
- D. STRUCTURE HEIGHT** I verify the height of the proposed structure by checking the drawings.
- E. VARIANCES** If a variance has been approved for a project, the applicant must submit a copy of the approved Appeal for Board of Appeal variances or special exceptions, or a copy of the Notice to Proceed to Building Permit Application issued by the Planning Office or other authorized staff. If the required documents have not yet been issued, the permit application will either be returned to the applicant until variance approval has been obtained, or the permit application will be placed on hold until this requirement is met.
- F. COMMERCIAL PROJECT** Commercial projects must first apply to the Office of Planning and Zoning for a pre-application meeting. Depending on the nature and scope of the proposed project, staff will advise what type of site plan review will be required (minor or major) and what other requirements must be met before applying for a building permit. Once all required reviews and requirements are completed and the project receives final approval by all appropriate agencies and boards, a Notice to Proceed to Building Permit Application will be issued.
- Construction drawings for commercial projects must be prepared and stamped by a licensed architect or structural engineer. A copy of the Notice to Proceed must be submitted with the building permit application. Construction drawings for commercial projects must be prepared and stamped by a licensed architect or structural engineer. The submitted site plan and construction plans must be the same as those that were approved during the earlier review process.

IV. ZONING CODES

- A. CHECK AHEAD!** The Talbot County Code is available on the County website at www.talbgov.org See the menu to the right on the home page; select **DEPARTMENTS/AGENCIES**; choose **Planning and Zoning** from the menu on the left; then choose **Zoning Ordinance** from the menu at the left. Follow the directions on the next page.