

City of Afton
Application Checklist
for Building & Zoning Permits
Copy of the Building Plan to be submitted Electronically

Rec'd by City Initials / Date	ALL ITEMS REQUIRED UNLESS OTHERWISE NOTED	Rec'd by City Initials / Date
_____	Completed & Signed Building Permit Application Form	_____
_____	Proof of Ownership and Property ID Number (P.I.D.)	_____
_____	Survey or site plan	_____
_____	<u>NEW HOMES</u> : Site plan 'to scale' is required	_____
_____	<u>SLOPES IN EXCESS OF 13%</u> : Site plan with 2' contours required	_____
_____	Septic Permit issued by Washington County (if adding/changing septic load)	_____
_____	1 full set and 1 - 11x17 Building Plans (2 hard Copies) AND on a Flash Drive	_____
_____	Grading Permit (required for Land Reclamation of over 50 cubic yards/acre)	_____
_____	Homes built prior to 1978 must meet lead abatement code	_____
_____	Park Dedication Fee due on lots previously created: \$500	_____
_____	Septic Compliance Report (if valuation is over \$75,000.00 or is more than 40% of the assessed value of the principal structure on the property)	_____

Rec'd by City Initials / Date	ZONING PERMIT REQUIRED	Rec'd by City Initials / Date
_____	Completed & Signed Zoning Permit Application	_____

Rec'd by City Initials / Date	HISTORIC VILLAGE DISTRICT: CONSTRUCTION REQUIREMENTS	Rec'd by City Initials / Date
	Applications requiring approval from the Design Review Committee must be submitted <u>at least 20 days prior</u> to the next scheduled meeting, usually held the second Thursday of each month.	
_____	Design Review Application (Properties in Old Village only)	_____
_____	Placed on Design Review Agenda for meeting date: _____	_____

Rec'd by City Initials / Date	FOR CITY OFFICE USE	Completed by: Initials / Date
_____	Building Inspector Review	_____
_____	Zoning Administrator Review	_____
_____	Application complete: Applicant Notified	_____