

POLICY NUMBER	<u>2002-1</u>
BY	<u>WOODSTOCK PLANNING</u> <u>ADVISORY COMMITTEE</u>
SUBJECT	<u>INFORMATION REQUIREMENTS</u> <u>FOR PROCESSING APPLICATIONS</u>
TYPE	<u>INTERNAL</u>
PAC APPROVAL	<u>SEPTEMBER 16, 2002</u>
EFFECTIVE DATE	<u>IMMEDIATELY</u>

## **PREAMBLE**

THE WOODSTOCK PLANNING ADVISORY COMMITTEE ROUTINELY PROCESSES APPLICATIONS FOR THE FOLLOWING MATTERS:

- VARIANCES - BUILDING / STRUCTURE SET-BACK
- LAND USE
- BUILDING STANDARDS

REZONING

IN ORDER TO ENSURE THAT APPLICATIONS CONTAIN ALL OF THE INFORMATION THAT IS REQUIRED IN ORDER TO REACH A DECISION, THE FOLLOWING WILL APPLY:

## **POLICY**

THE INTENT OF THIS POLICY IS TO ADOPT UNIFORM REQUIREMENTS FOR INFORMATION TO BE SUBMITTED BY ANY PERSONS MAKING APPLICATION FOR MATTERS UNDER THE PERVIEW OF THE WOODSTOCK PLANNING ADVISORY COMMITTEE.

## **REQUIREMENTS**

### 1. STATEMENT OF OWNERSHIP

THE APPLICANT MUST MAKE A DECLARATION THAT THEY ARE THE LEGAL OWNER OR LEGAL AGENT FOR THE OWNER OR INCLUDE DOCUMENTATION FROM THE LEGAL OWNER OR AGENT FOR THE OWNER AGREEING TO THE APPLICATION.

### 2. DETAILS OF PROPERTY

THIS INCLUDES:

- SIZE (FRONTAGE AND DEPTH)
- SURVEY PLAN WITH BUILDING LOCATION IF SET-BACK VARIANCES ARE REQUESTED.

- PARKING PLAN.
- SIGNAGE PLAN (IF SIGNAGE IS ON PROPERTY OR TO BE CHANGED).
- ACCESS DETAILS (DRIVEWAY LOCATION, SIZE AND TYPE OF CONSTRUCTION).
- DETAILS OF CURRENT USE.
- PLANS OF STRUCTURAL CHANGES INCLUDING BUILDING ELEVATIONS (IF CHANGES ARE CONTEMPLATED).
- DETAILS OF ANY OUT-BUILDINGS (SET-BACK SIZE AND USE).
- IF REZONING IS REQUESTED, DETAILS OF INTENDED USE.

### **GENERAL**

THE PLANNING ADVISORY COMMITTEE RESERVES THE RIGHT TO SEEK ADDITIONAL INFORMATION IF IT IS DEEMED TO BE RELEVANT TO THE MATTER BEING CONSIDERED.

### **APPLICATIONS**

ALL APPLICATIONS MUST BE RECEIVED ONE WEEK PRIOR TO COMMITTEE MEETINGS. THE COMMITTEE USUALLY MEETS ON THE THIRD MONDAY OF EACH MONTH AT 12:00 NOON. SPECIAL MEETINGS CAN BE CALLED BY THE CHAIRMAN.