



# Getting Started Worksheet

DATE \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

APPLICANT \_\_\_\_\_

CONTACT INFO \_\_\_\_\_

1. What is the property zoned? (e.g., B-G, Business—General, etc.) \_\_\_\_\_

2. Is the property located in a Design Overlay District? (review the Official Zoning Map)

☐ Yes, it is in the Town Center District

☐ Yes, it is in the Village Commerce District

3. Describe your proposed use. (e.g., single-family home, dentist office, gas station w/ convenience store, etc.)

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4. Is my proposed use allowed in the zoning district of my property?  
(review the “Table of Allowed Uses” in Section 3.1.5 of the Zoning Ordinance)

☐ Yes, it is permitted by right

☐ Yes, it is conditionally permitted

☐ Yes, by special exception

☐ No, it is not permitted at any level

5. How much parking will be required for your use?

(review the “Table of Minimum Parking Ratios” in Section 4.5.5 of the Zoning Ordinance)

Minimum Rate Requirement

(e.g., one space per 250 sq. ft. of gross floor area): \_\_\_\_\_

Calculated Number of Spaces Required

(e.g., 1 space per 250 sq. ft. x 10,000 sq. ft. = 40 spaces): \_\_\_\_\_

6. What is the maximum building height allowed? (e.g., 65 feet) \_\_\_\_\_

7. What are the minimum building setback requirements?

Front Yard \_\_\_\_\_

Side Yard \_\_\_\_\_

Rear Yard \_\_\_\_\_

8. What is the minimum amount of “open space” required? (e.g., 10 percent) \_\_\_\_\_

9. What landscape buffers or similar buffers will I need to provide?

(review Section 4.9.5. and Section 4.9.6 of the Zoning Ordinance)

☐ Riparian Buffer (required adjacent to streams, water bodies, and wetlands—minimum width varies)

☐ 10-foot-wide Residential Buffer (required adjacent to single-family residential properties)\*

☐ 5-foot-wide Common Buffer (required along any property line shared with another property)\*

☐ 8-foot-wide Streetscape Buffer (required along the street frontage of each property)\*

\*See Section 4.9.6 for additional standards and exceptions.

10. What type of signage will be allowed? (review Section 4.10 of the Zoning Ordinance and the informational sheet provided in this guide)