

TOWN OF BETTERTON
PERMIT APPLICATION FORM

PERMIT NUMBER: _____ Date Issued: _____
Fees – Amount Paid: _____ Date Paid: _____

Property Address: _____ Map Number and Lot: _____

Owner's Name: _____ Deed Reference: _____

Owner's Address: _____ Home Phone: _____

Work Phone: _____

Contractor's Name: _____ Contractor's License No.: _____

Contractor's Address: _____ Contractor's Phone Number: _____

Project Description: _____

Present Use of Property: _____

Proposed Use of Property: _____

Estimated Cost:	Start Date:	Completion Date:
-----------------	-------------	------------------

Zoning

Check one: R-1 R-2 R-3 B-1 C-1

Check if applicable: Infill Development Overlay Town Center Overlay

Critical Area: Y / N If yes, check/circle one of each:

1) IDA LDA RCA;

2) Buffer: Y / N

3) Special Buffer Area: Y / N

Type of Permit (check at least one):

(Site Plans NOT required for the following permits)

Use Occupancy Sign Interior renovation only

(Site Plans REQUIRED for the following permits)

Exterior addition, deck, swimming pool, etc. New construction

Moving Demolition Fence

Signature/Date of Applicant: _____

Name of Applicant: _____

Project Statistical Information (Provide the below information):

Total Lot Area (sq ft or acreage)		Building Area (sq ft)	
Area within Critical Area, IDA		Disturbed Area (sq ft)	
Area within Critical Area, LDA			
Area within Critical Area, RCA			
Depth of lot (feet)		Side Yard Setback 1 (feet)	
Width of lot (feet)		Side Yard Setback 2 (feet)	
		Front Yard Setback (feet)	
Number of Parking Spaces		Back Yard Setback (feet)	

Checklist for Attachments (3 copies of application and all attachments):

Y/N/NA		Notes:
	Application	ALL
	Site plan	Not required for use permits, occupancy permits, sign permits, or interior renovation only permits
	Construction plans and specifications	Not required for use permits and occupancy permits
	Water and sewer allocation	If present number and proposed number differs
	Infill Development worksheet	If in Infill Development Overlay District
	Critical Area worksheet	If in Critical Area
	Critical Area variance	If a variance was required for project by Critical Area
	Buffer Management Plan (if applicable)	If in Critical Area's Buffer
	Variance or special exception	If Board of Appeals was involved in a decision regarding this project
	Erosion and Sedimentation Plan and Kent County's Planning Approval	If new house or if land disturbance is over 5000 sq ft
	Stormwater Plan and Kent County's Planning Approval	If new house or if land disturbance is over 5000 sq ft
	Landscape Plan	If a bufferyard is required
	Bond or other security	If a demolition or if a bufferyard is required
	Pier or Shore Erosion Approvals	If applicable

Office Use Only: Final Approval and Payment Checklist

Action	Date	Notes
Application Received		
Site plan reviewed by Zoning Administrator		
Appeal Filed		
Erosion and Sediment Plan approved by Kent County		
Stormwater Plan approved by Kent County		
Building/Construction Plan approved by MDIA		
Water and Sewer approved by Public Works		
Critical Area review/approval		
Building Permit fee paid (amount)		
Occupancy fee paid (amount)		
Municipal Impact fee paid		
Final Inspection Approval from MDIA		
Certificate of Occupancy issued		

Special Notes or Comments:

Over for calculations of building permit fees.