

Applicant	Required Item	Town Staff
	County Application for Permit (If Applicable) - Shed is over 200 residential or 120 commercial.	
	Shed Fees - (County fee if applicable) <input type="checkbox"/> Residential less than 200 sq. ft. = \$20.00 <input type="checkbox"/> Commercial less than 120 sq. ft. = \$20.00	
	Proof of Ownership - Used to confirm ownership of the property. (2 if a County bldg permit)	
	Elevation(s) - The elevation(s) should show (can be drawn) : - Footing Foundations - How will the shed be anchored. - Height - From ground to the highest point on the shed. - Material - What material will the Shed be made from. - Lighting Components - All proposed lighting units. (may required county permit) - Design - What will the shed look like when completed.	
	Site Plan - The Plan should show (can be drawn): - Property lines with dimensions. - Setbacks (Front, Side(s), Rear) with distances to all structures including sheds. - All utility locations and all easement(s). - Existing and proposed structures with perimeter dimensions and square footage. - Clear site triangle needs to be denoted (Code section 16-4) - All public trail(s) and Sidewalks abutting the property. - All street / alley's nearest to the property with access. - Existing and proposed location for any shed. - Parking spots dedicated to the property. - Documented drainage pattern from new and proposed structures (cannot drain towards neighboring property(s))	
	Floodplain/Floodway - Please submit the floodplain development application.	