



# PLANNING & ZONING

The Division of Planning and Zoning is often the first stop for the public when seeking information on how to open a business, build a new home, put an addition onto an existing home, construct new commercial buildings and/or additions to existing buildings. They review property surveys supplied by the public to determine the lot size and property line setbacks from existing structures on the property.

The Planning and Zoning Division responds to the public to determine whether a proposal must first obtain approval from the Zoning Board of Adjustment and/or Planning Board for a variance or is exempt from further review prior to obtaining construction permits. The division also prepares reports for zoning verification letters, signs applications for certificates of occupancy, conducts field inspections for enforcement of the City's Land Development and Zoning Ordinance and advises the public on certain construction matters.

## HOURS OF OPERATION

Monday - Friday  
8:30 am - 4:30 pm

973 321-1343

