



INQUIRY APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant	TYPE OF INQUIRY REQUESTED		
	General Inquiry (INQ) (see below)		Text or Map Interpretation (TMI)
	Letter of Zoning Compliance (LZC)*		Use Not Listed (UNL) (Similar Use Determination)
	*A Letter of Zoning Compliance requires a fee		
	QUESTION(S) YOU WOULD LIKE ANSWERED:		
Please attach a narrative to fully explain the project if there is not adequate space on this form.			
GENERAL INQUIRY TOPIC			
Downtown Historic District	Land Use	Rezoning	
Floodzone	Noise	Street Vacation	
General	Ordinary High Water Determination	Subdivision	
Hazard Zone	Parking	Wetlands	
Home Occupation	Preliminary to Enforcement Actions		
SITE SPECIFICS (please fill in all that may apply):			
Parcel Address	_____		
Parcel Number	_____	Zoning District _____	
Case Number	_____	Code Section _____	
Current Use of Land or Buildings _____			
Proposed Use of Land or Buildings _____			
Other _____			

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

INQUIRY FEES				
	Fees	Check No.	Receipt	Date
Application Fees	\$ _____	_____	_____	_____
Total Fee	\$ _____	_____	_____	_____

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received
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Text or Map Interpretation and Use Not Listed Application Information

Outlined in CBJ 49.20 Article III

Text or Map Interpretations

Outlined in 49.20.300. All Text and Map Interpretations will first be brought to the Director for interpretation. If the Director is unable to make the interpretation or makes a decision to which the applicant disagrees, the Board of Adjustment will then make the interpretation at a public hearing. The Board of Adjustment is authorized to interpret the zoning maps and Title 49 Land Use Code at a public hearing.

Uses not Listed

Outlined in 49.20.320. Any use not specifically listed in the table of permissible uses of Title 49 for a specific zoning district, but is determined to be of the same general character as one listed as permitted in said zoning district, may be permitted by the Board of Adjustment at a public hearing.

Application: The items needed for a complete application are:

1. **Forms:** Completed Inquiry and a Development Permit Application forms.
2. **Fees:** There is no fee.
3. **Project Narrative:** A detailed narrative describing the project is required. Please be as specific as you can with the inquiries.
4. **Submittals:** Please submit all applicable plans:

Text or Map Interpretations:

- A. A map showing the boundaries of the area to be interpreted (including the specific map in question).
- B. Specific sections of code to be interpreted.
- C. Specific information regarding the reason for interpretation and proposed use of defined text or parcel in the area of a map interpretation.
- D. Any additional information sufficient enough to enable the Board of Adjustment to make the necessary interpretation.

Use Not Listed:

- A. Specifically what use you are requesting to be permitted. A definition of the use may be helpful.
- B. Which zoning districts this use is to be permitted in.
- C. Which category in the Table of Permissible Uses the proposed use best fits under.
- D. Any additional information sufficient enough to enable the Board of Adjustment to make the necessary interpretation.

Document Format: All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

Application Review & Hearing Process if heard before the Board of Adjustment

Review: The Community Development Department will compile all submitted information in the form of a staff report to present to the Board of Adjustment.

Hearing: All Text and Map Interpretations and Uses Not Listed will be presented to the Board of Adjustment to make an interpretation at a public hearing. The interpretation of the specific text or map will be on file with the Community Development Department and available for future reviews regarding the specific text or map in question. If approved by the Board of Adjustment, the use not listed will be deemed listed in the Table of Permissible Uses.

Public Notice:

Public notice may be required following CBJ 49.15.230.

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