



**ZONING BOARD OF ADJUSTMENT**  
**CARPORT SPECIAL EXCEPTION**  
**INFORMATION CHECK LIST**

Please provide a site plan with your application. If you have a copy of your title survey, you may add the carport and dimensions to that for your site plan. If you do not have a title survey, see the attached example to help you develop your site plan. The site plan needs to provide the footprint of your property, the house, driveway and carport. Use the grids for the scale as you measure. For example, one square equals five feet. Additionally, provide the answers to the following questions:

1. Was your home originally provided with a single-car garage or a two-car garage? (before the garage was converted) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What is the length and width of your carport? (measure from pole to pole or support to support)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

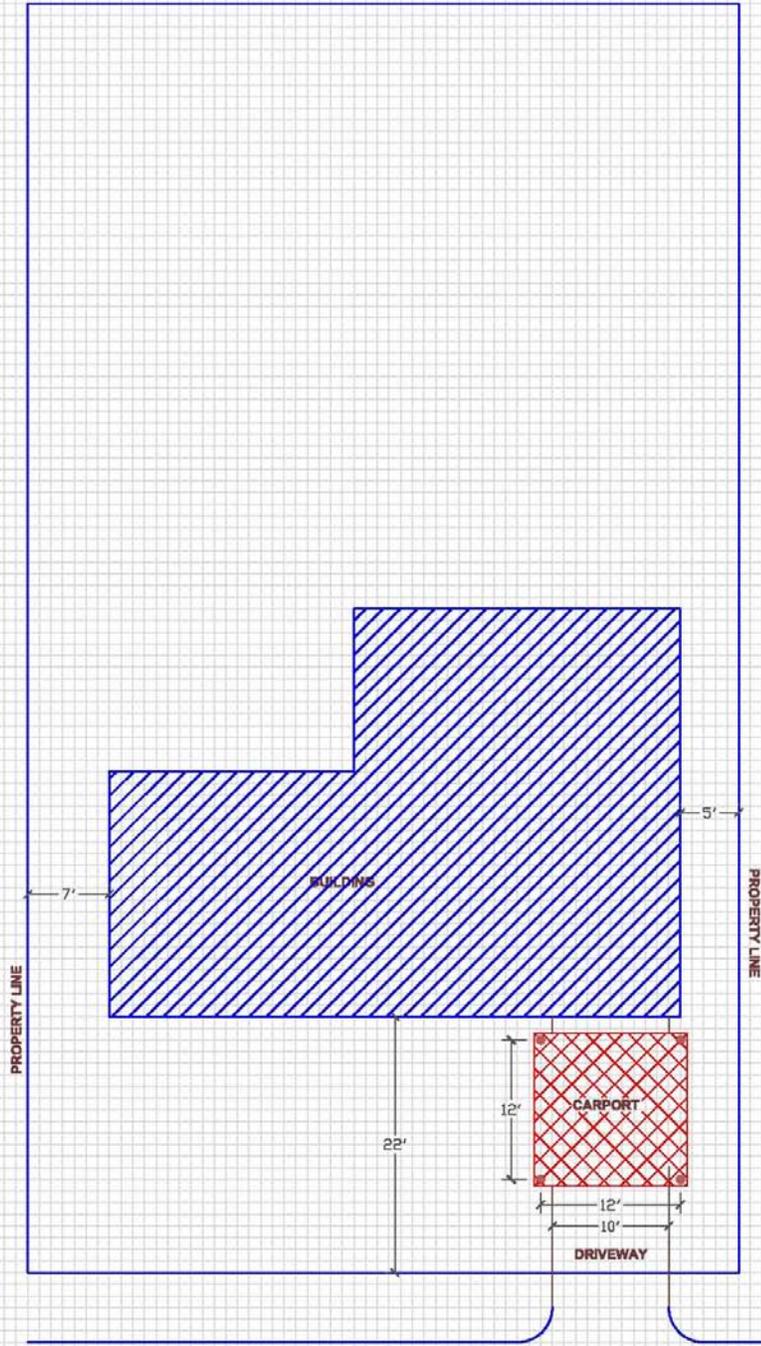
3. What is the height of your carport? (measure from the highest ground level to the top of the wall – not the roof) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit your answers and your site plan to the Community Development and Planning Department along with your completed application for the **Special Exception**, the completed Carport Special Exception Technical Check List, a copy of the Permit Review Comments Report from your denied carport application and a copy of the Notice of Violation you received from Code Enforcement, if applicable. Your application package will be reviewed by a Planner. You will need to be in attendance at the hearing before the Zoning Board of Adjustment (ZBA). If the ZBA grants you a **Special Exception** for the carport, you will still be required to obtain a building permit for the carport.

Permit fees for carports are based on the valuation of the carport. If you do not provide a value then the Development Services Division will calculate the value of the carport based on \$15.00 per square foot. For example, if your carport measures 12 feet X 20 feet (240 square feet in area), the valuation is \$3,600.00. The permit fee will be \$59.00.

EXAMPLE SITE PLAN

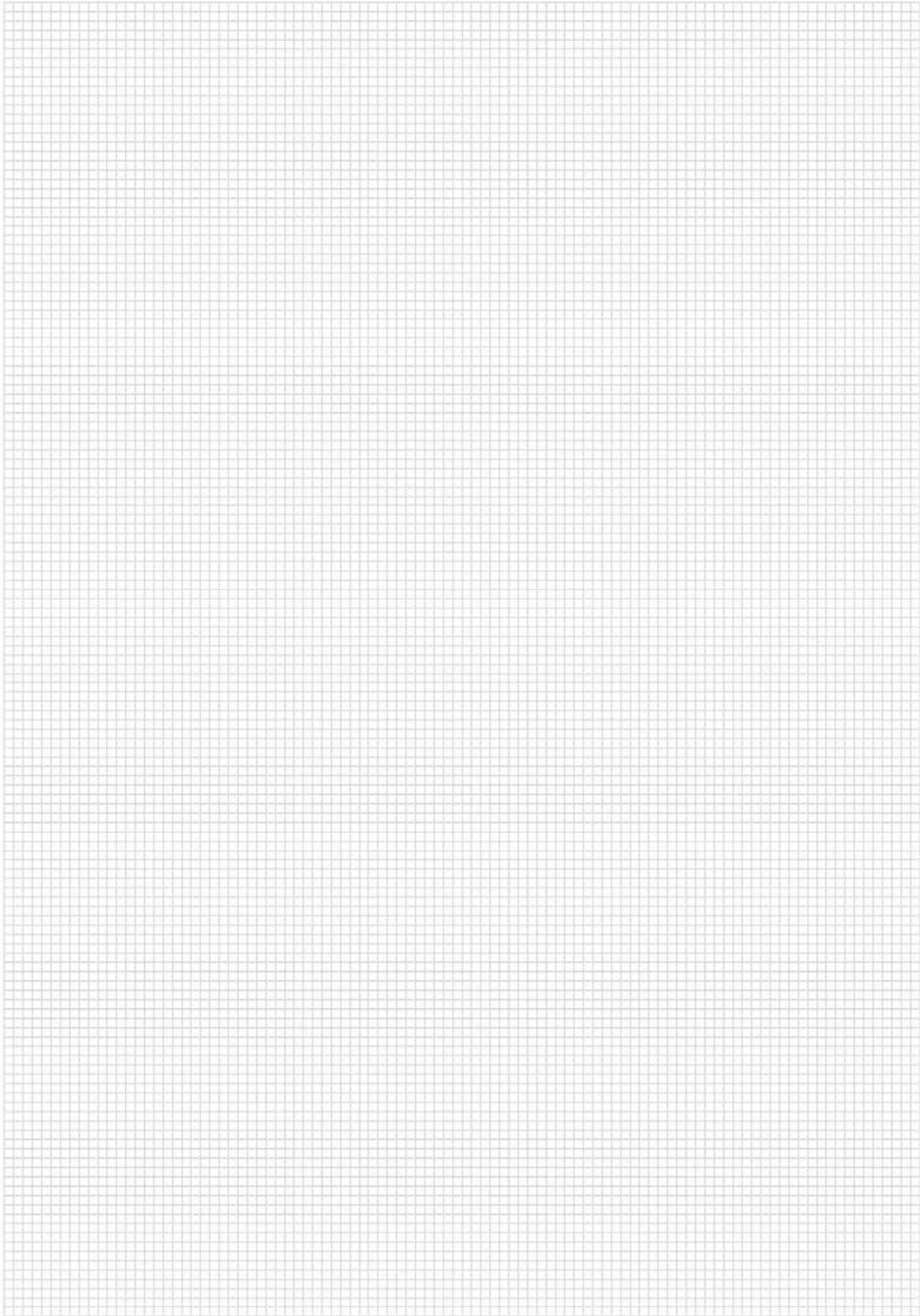


STREET NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_



SCALE: 1 Square = 1 sq.ft.



ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SCALE: 1 Square = \_\_ sq.ft.