

HOW TO APPLY FOR A ZONING PERMIT AND CERTIFICATE OF COMPLIANCE

Any construction and/or demolition, including fences, in the Amana Colonies Land Use District (ACLUD) requires an approved Zoning Permit from the Amana Colonies Land Use District Board of Trustees, with an initial permit review for historic district properties performed by the Historic Preservation Commission (HPC). No work may begin until after a Zoning Permit is issued.

INITIAL STEPS – COMPLETING AND SUBMITTING YOUR APPLICATION

1. Identify the Permit needed. Call the ACLUD Administrator (622-3840) or visit the office to discuss the type of activity that you are planning. The Administrator will assist you in determining which application you need to complete, or you can print the form from the website and complete it on your own.
2. Complete the application and provide supporting documentation.
 - a. Complete all fields on the application.
 - b. For *Description of work proposed*, provide scale drawings of the planned project, including: an aerial view of the lot, noting lot lines, rights-of-way, existing buildings, and proposed dimensions; side views of all elevations from which the construction can be seen (noting dimensions); details of construction noting colors, materials, and dimensions
 - c. Increased detail and quality of drawings greatly assist in the presentation and understanding of the work proposed in the application and decrease the chance of delay in beginning your project. Photographs of the area/structure before the proposed change are very helpful, as well as any brochures depicting the products you intend to use for your project. Refer to the Historic Architectural Guidelines for projects in Historic Preservation Districts.
3. Submit Application for review. Submit your application for review and pay the applicable application. Applications will not be reviewed until the fee is paid.
4. If your project is in a Historic Preservation District.
 - a. Attend the next Historic Preservation Commission meeting. Only applications for permits in Historic Preservation Districts must be

reviewed by the Historic Preservation Commission. Your application will be listed on the Agenda for the next HPC meeting. A person representing the permit application MUST be present at the meeting or the application will be tabled until the next regularly scheduled meeting. Once the HPC has reviewed the application, it will be forwarded to the BOT with the HPC's recommendations.

- b. Attend the next ACLUD BOT meeting. Your application will be listed on the Agenda for the next BOT meeting. A person representing the permit application MUST be present at the meeting or the permit application will be tabled until the next regularly scheduled meeting. Your application will be reviewed/discussed at the meeting. The ACLUD Board of Trustees will take into consideration the HPC recommendations, if applicable, and make a final decision on the application during the meeting.
 - c. After approval, the Administrator will issue a permit. The work outlined in the permit must be started within one year and completed within three years. Any changes to the approved work must be approved in advance
5. If your project is not in a Historic Preservation District. The Administrator will issue a permit. The work outlined in the permit must be started within one year and completed within three years. Any changes to the approved work must be approved in advance.
 6. Notify the Administrator for Final Inspection. After the activity specified on the permit has been completed, it is the responsibility of the applicant to notify the Administrator for a final inspection and the issuance of a Certificate of Compliance. The terms of the Zoning Permit are not complete and the subject land or structure may not be used until a Certificate of Compliance is issued.