

Town of Loch Lynn Heights

Procedure for Obtaining Zoning Permit

- Applicants begin by obtaining a Zoning application packet from the Clerk at Town Hall where the procedure will be explained and questions may be answered.
- Resident will complete the forms, including a site plan drawing that includes
 - o 1) location and dimensions of proposed building or other construction or property use
 - o 2) labeling of adjacent streets and /or alleys
 - o 3) existing structures on the property
 - o 4) distances from Town rights-of-way (not paved areas) and adjacent property lines to proposed construction
- Town will provide flags to be placed by resident marking the location of proposed construction.
- Resident will pay Zoning Fees as required in Zoning Ordinance.
- Town employee will visit site to confirm measurements and compliance with Zoning regulations regarding Sewer or utilities and will sign form if all is in order.
- Resident is informed of any corrections or changes that need to be made and they may then proceed to obtain approval (and building permit - if required) from the Zoning Administrator at the Garrett County Courthouse.
- Original paperwork is returned to Town and signed by Mayor on behalf of Town.
- Resident is notified that construction may begin. One year is allotted for completion of project.
- Following completion of project, maintenance worker does final inspection and resident receives final copy of permit with all signatures for their files.

In 2001 the Loch Lynn Heights Town Council adopted the current Zoning Permit Application form. This process has been very effective in eliminating the issue of residents placing structures incorrectly due to misinformation or incorrect measurement. It provides assurance to County officials that the drawing is accurate and the Town is aware of the request.