

INFORMATION REQUIRED FOR SITE REVIEW

1. **Owners name and address of property in Norvell Township.**
2. **Owners address, if different from above property, and phone number.**
3. **Site plan showing all existing buildings, accessory buildings and easements. Site plan shall also show all proposed new structures or additions to existing structures.**
4. **On new construction or additions to existing structures, show height of structures, square footage, grade levels, distances between structures on the lot and distances between structures and lot lines.**
5. **Two (2) sets of prints showing all new construction and a completed Building Permit Application.**
6. **A certified stake survey (If required by Zoning Enforcement Officer or Township).**
7. **Property must be identified by lot lines marked by stakes. All new construction must be staked out.**
8. **Drawings should be accurate, so as to be readily interpreted.**
9. **No building or construction to begin before issuance of Zoning Compliance or Building Permit.**
10. **Township officials have thirty (30) days to approve or reject all applications.**
11. **NO APPLICATIONS WILL BE ACCEPTED UNTIL ALL FORMS ARE COMPLETELY FILLED OUT.**
12. **NO SITE REVIEW WILL BE DONE UNTIL ALL THE ABOVE REQUIREMENTS HAVE BEEN MET.**

Thank you,

Norvell Township Building Department

(517) 536-4370