



CITY OF HAPPYTOWN

UNIFIED PERMIT APPLICATION

Form UP-01 (Rev. 2026)

Issued Pursuant to Municipal Code §§ 6.01–6.09, 8.05, 10.01, and Related Provisions

IMPORTANT NOTICE TO APPLICANTS

Submission of this Unified Permit Application (“Application”) constitutes a formal request for discretionary governmental authorization and shall not be construed as approval, preliminary approval, vested entitlement, representation, warranty, or guarantee of any kind. No construction, occupancy, alteration, grading, excavation, installation, operation, or regulated activity shall commence unless and until written authorization has been issued by the Municipality in final form.

Incomplete, inconsistent, illegible, or internally contradictory submissions shall be deemed administratively deficient and returned without substantive review.

SECTION I — APPLICANT IDENTIFICATION AND LEGAL STATUS

1.01 Applicant Information

Full Legal Name of Applicant (exactly as registered with the Secretary of State, if applicable):

Entity Type (check one and attach formation documents):

- Individual
- Corporation
- Limited Liability Company
- Partnership (General / Limited)
- Trust
- Other: _____

State of Formation (if entity): _____

Date of Formation: _____

Registered Agent Name and Address:

Principal Place of Business:

Federal Employer Identification Number (if applicable): _____

1.02 Authorized Representative

If Applicant is represented by counsel, engineer, architect, contractor, or other agent, complete the following:

Name: _____

Firm: _____

License Number (if applicable): _____

Telephone: _____

Email: _____

A notarized Letter of Authorization executed by the Applicant must accompany this Application.

SECTION II — PROPERTY IDENTIFICATION

2.01 Parcel Information

Property Address: _____

Parcel Identification Number(s): _____

Legal Description (attach separate metes-and-bounds description if necessary):

Current Zoning District(s): _____

Overlay District(s), if any: _____

2.02 Ownership Certification

Name(s) of Record Owner(s): _____

The Applicant certifies under penalty of perjury that:

- The Applicant is the fee simple owner of the subject property; or
- The Applicant possesses written authorization from the fee simple owner.

Attach recorded deed or equivalent documentation evidencing ownership interest.

SECTION III — DESCRIPTION OF PROPOSED ACTIVITY

3.01 General Narrative

Provide a comprehensive narrative describing the proposed activity, including but not limited to:

- Nature and scope of work
- Intended use classification

- Structural modifications
- Demolition components
- Phasing schedule
- Estimated commencement and completion dates

Attach additional sheets if necessary. Failure to provide sufficient detail may result in administrative rejection.

3.02 Construction Valuation

Estimated Total Construction Valuation (exclusive of land value):

\$ _____

Valuation must be substantiated by contractor estimate, standardized cost tables, or certified professional documentation.

SECTION IV — REQUIRED SUBMITTALS AND TECHNICAL DOCUMENTATION

The following materials shall be submitted concurrently:

- Scaled Site Plan (24" x 36", sealed if required)
- Architectural Elevations
- Floor Plans
- Structural Calculations
- Stormwater Management Plan
- Utility Connection Plan
- Traffic Impact Study (if required)
- Environmental Assessment
- Landscaping Plan
- Photometric Lighting Plan
- Erosion and Sediment Control Plan

All plans shall be prepared in accordance with applicable codes and professional standards. Digital submissions must comply with file format requirements established by the Building Department.

SECTION V — REGULATORY COMPLIANCE DISCLOSURES

5.01 Zoning Compliance

The Applicant shall demonstrate compliance with:

- Permitted or Conditional Use classification
- Setback requirements
- Height limitations
- Lot coverage
- Parking requirements
- Buffering and screening standards

Nonconformities shall require separate variance application.

5.02 Environmental Compliance

The Applicant affirms that the proposed activity:

- Does not encroach upon designated wetlands, floodplains, or protected areas; or
 - Has obtained necessary environmental permits (attach documentation).
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SECTION VI — AFFIDAVITS, CERTIFICATIONS, AND INDEMNIFICATION

By signing below, the Applicant hereby:

1. Certifies that all statements contained herein are true and correct to the best of their knowledge, information, and belief.
2. Acknowledges that submission does not create vested rights.
3. Consents to reasonable inspection of the premises by authorized municipal officials.
4. Agrees to indemnify, defend, and hold harmless the Municipality from any claims arising from the proposed activity.
5. Waives any claim arising from delays attributable to incomplete submission or administrative review processes.

Signature of Applicant: _____

Printed Name: _____

Date: _____

Notary Public:

State of _____

County of _____

Subscribed and sworn before me this ____ day of _____, **20**.

Notary Signature: _____

My Commission Expires: _____

SECTION VII — ADMINISTRATIVE REVIEW PROCESS

Upon submission, the Application shall undergo:

1. Administrative completeness review (10–15 business days).
2. Technical review by relevant departments.
3. Issuance of written deficiency notice if applicable.

4. Resubmission period not to exceed 60 days.
5. Final determination.

Failure to respond to deficiency notice within prescribed timeframe shall result in automatic withdrawal.

SECTION VIII — CONDITIONS OF APPROVAL

Any permit issued pursuant to this Application may include conditions deemed reasonably necessary to ensure compliance with municipal standards. Conditions may address, without limitation:

- Operational limitations
- Time restrictions
- Infrastructure improvements
- Financial guarantees
- Performance bonds

Failure to comply with imposed conditions shall constitute grounds for suspension or revocation.

SECTION IX — EXPIRATION

Permits shall expire if:

- Work does not commence within 180 days;
- Work is suspended for 180 consecutive days;

- Conditions are not satisfied within prescribed timeframe.

Extensions may be granted upon written request and payment of applicable fees.

SECTION X — REVOCATION

The Municipality reserves the right to revoke any permit issued in error, based upon misrepresentation, omission of material fact, or subsequent discovery of noncompliance.

SECTION XI — ACKNOWLEDGMENT OF NO RELIANCE

The Applicant acknowledges that no oral statement, informal guidance, email communication, or preliminary review comment shall be binding upon the Municipality unless expressly incorporated into a written permit issued by authorized official.

SECTION XII — ADDITIONAL DISCLOSURES

Applicants are advised that:

- Separate permits may be required from county, state, or federal authorities.
 - Approval under this Application does not constitute approval under other codes.
 - Fees are non-refundable except as provided in the Consolidated Fee Schedule.
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SECTION XIII — MUNICIPAL USE ONLY

Date Received: _____

Application Number: _____

Review Status:

- Complete
- Incomplete
- Approved
- Denied
- Approved with Conditions

Reviewer Signature: _____