



## COMMERCIAL SUBMITTAL CHECKLIST

- 1 APPLICATION
- 2 PAYMENT OF FEES
- 3 FOUR COMPLETE SETS OF BUILDING PLANS INCLUDING FOUNDATION PLAN
- 4 THREE SITE PLANS
- 5 ONE OF THE FOLLOWING  
SITE EVALUATION REPORT FOR TRADITIONAL SEPTIC SYSTEMS; OR  
AEROBIC SYSTEM DESIGN, W/AFFIDAVIT TO THE PUBLIC AND 2 YR SERVICE AGREEMENT  
WASTEWATER CONNECTION APPLICATION
- 6 DRIVEWAY PLANS (WITH LOCATION OF CURB CUT, SIDEWALKS, CULVERTS)
- 7 CONTRACTOR REGISTRATION FORM
- 8 LANDSCAPE PLAN
- 9 ENERGY CODE CHECK
- 10 ANY C-1 OR C-2 PROPERTY THAT FRONTS ON A PUBLIC RIGHT OF WAY OR THE BUILDING FACE BORDERING RESIDENTIAL USE SHALL BE 80% MASONRY NOT INCLUDING DOORS AND WINDOWS. MASONRY MATERIAL SHALL BE DEFINED AS THAT FORM OF CONSTRUCTION COMPOSED OF BRICK, STONE, CONCRETE, GYPSUM, HOLLOW CLAY TILE, GLASS BLOCK, STUCCO, HARDIPLANT/HARDIPANEL OR SIMILAR BUILDING MATERIALS OR COMBINATION OF THESE MATERIALS LAID UP UNIT BY UNIT AND SET IN MORTAR. METAL BUILDINGS USED AS A MAIN STRUCTURE WITHOUT MASONRY OR WOOD EXTERIOR SURFACE SHALL BE PROHIBITED. THE TOWN COUNCIL MAY APPROVE OTHER MATERIALS OR BUILDING TECHNIQUES, SUBJECT TO RECOMMENDATIONS FOR THE PLANNING AND ZONING COMMISSION.

THE TOWN OF PONDER REQUIRES THAT YOU BUY A PONDER ZONING ORDINANCE BOOK. IF YOU DO NOT BUY THE BOOK PLEASE SIGN THE WAIVER BELOW. YOU ARE STILL RESPONSIBLE FOR EVERYTHING THAT IS IN THE ZONING ORDINANCE BOOK.

I \_\_\_\_\_ DID NOT PURCHASE A COPY OF THE PONDER ZONING ORDINANCE BOOK.