



**CITY OF NEWBERRY**  
**CITIZEN INQUIRY TO PLANNING DEPARTMENT**

Name of Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

\_\_\_\_\_

An inquiry has been made to the Planning Department concerning the following:

A site plan is attached to this inquiry (as applicable) for the property as described below:

911 Address of Property:

Parcel Number of Property:

Legal Description of Property:

Total acreage of property to be considered under this inquiry: \_\_\_\_\_

Future Land Use Plan Map Category: \_\_\_\_\_

Zoning District: \_\_\_\_\_

CITIZEN INQUIRY

I hereby certify that all of the above statements and the statements contained in any documents or plans submitted herewith are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant/Agent Name (Type or Print Name)

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FOR OFFICE USE ONLY

Date Filed: \_\_\_\_\_

Inquiry No. \_\_\_\_\_

Land Development Regulation Administrator's findings: \_\_\_\_\_

City of Newberry Land Development  
Regulation Administrator

Date

*Please note: The responses made by Planning Department staff related to your inquiry are based upon the accuracy of the information that you have provided. This inquiry should **not be** considered to be a certificate of Land Development Regulation Compliance, which is required at the time that you are applying for any development order from the City. It should also be noted that future land use classifications and zoning districts as they apply to any property within the City are not vested to the property or the property owner. Therefore, it is the responsibility of any property owner to apply for a certificate of Land Development Regulation Compliance prior to any issuance of a development order from the City.*

NOTICE TO APPLICANTS

FOR

CITIZEN INQUIRIES

A site plan drawn to scale is always a helpful tool to enable staff to more efficiently and accurately answer your inquiry. A site plan should include the following items:

1. Date, north arrow, and graphic scale
2. Area and dimensions of site;
3. Location of all property lines, existing right-of-way approaches
4. Location and dimensions of all existing and proposed parking areas and loading areas;
5. Location, size, and design of proposed landscaped areas (including existing trees and required landscaped buffer areas);
6. Structures and major features fully dimensioned including setbacks, distances between structures, floor area, width of driveways, parking spaces, property or lot lines and percent of property covered by structures; and

The following page is provided for your convenience. You may use the attached page to prepare the site plan.

Please note to provide a graphic scale for the drawing please check the appropriate scale used.

\_\_\_\_\_ each square equals one foot

\_\_\_\_\_ each square equals 10 feet

\_\_\_\_\_ each square equals 20 feet

\_\_\_\_\_ each square equals 30 feet

\_\_\_\_\_ each square equals 50 feet

\_\_\_\_\_ each square equals 60 feet

