



Queen Anne's County
 Department of Planning and Zoning
 110 Vincit St, Suite 104
 Centreville, MD 21617
 410-758-4088

BUILDING PERMIT No.: BR19-10-0655

Date of Application: 10/22/2019

BUILDING PERMIT

BUILDING LOCATION 128 PEARL CREEK LN CHESTERTOWN TAX ACCOUNT 1807020023 SUBDIVISION CRITICAL AREA NO ACREAGE 1.25 TAX MAP 0005 GRID 0024 PARCEL 0151 SECTION BLOCK LOT 9 ZONED NC-1T FRONTAGE DEPTH		PROPERTY OWNERS: DANIELS, DREW 3708 STONEY CASTLE ST OLNEY, MD 20832 HOME PHONE: (240) 475-6907 APPLICANT: STAKED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WILL CALL	
EXISTING USE RESIDENCE PROPOSED USE RENOVATION TO RESIDENCE REVISED PROPOSED USE CONSTRUCTION VALUE		FEES ZONING \$55.00 RENOVATION PERMIT FEE \$35.00	
CONTRACTORS		NAME	
HVAC STARKEY MECHANICAL INC OWNER OWNER SPRINKLER BAY AREA FIRE SPRINKLERS LLC ELECTRICIAN JEREMY DONAHUE		LICENSE # HR#006 QAC1000 303 E-1576 PHONE# (410) 708-0785 (410) 745-3455 (240) 876-7498 PERMIT# H113818 BF115318 ER26690	
DESCRIPTION OF WORK: RENOVATION TO HOUSE UNDER CONSTRUCTION (BR18-08-0078) TO CONVERT UNFINISHED SPACE OVER GARAGE TO BONUS ROOM. IMPACT FEES PAID WITH HOUSE PERMIT. TRADE PERMITS COVERED UNDER HOUSE PERMIT			
BUILDING DESCRIPTION DIMENSIONS (IN SQUARE FEET)		CONSTRUCTION TYPE: WOOD FRAME	
UNFIN. BASEMENT: FIRST FLOOR: THIRD FLOOR: GARAGE: DECK: OTHER: TOTAL FLOOR AREA: 448		FIN BASEMENT: SECOND FLOOR: FOURTH FLOOR: CARPOR: PORCH: # BEDROOMS: ROAD TYPE: COUNTY WATER TYPE PRIVATE HEATING SYSTEM: HEAT P FIREPLACE: NONE # BATHROOMS: SPRINKLER: YES SEWER TYPE PRIVATE CENTRAL AIR: YES	

The undersigned hereby certifies and agrees as follows: (1) That he/she is authorized to make this application; (2) that the information is correct; (3) that he/she will comply with all regulations of Queen Anne's County which are applicable thereto; (4) that he/she will perform no work on the above referenced property not specifically described in this application; (5) that he/she grants County Officials the right to enter onto this property for the purpose of inspecting the work permitted and posting notices.

NOTE: Separate electrical and plumbing permits are required! A permit under which no work has commenced within six months after issuance shall expire. A permit under which work commences within six months shall be considered if construction is continuous.

Conditions:
 QUEEN ANNE'S COUNTY FIRE MARSHAL: THIS PERMIT IS APPROVED SUBJECT TO THE ENCLOSED STATED COMMENTS. NO INSPECTION WILL BE COMPLETED UNLESS APPROVED STAMPED PLANS AND COMMENTS ARE ON SITE. FOR INFORMATION OR TO ARRANGE AN INSPECTION CALL 410-758-4500 EXT. 1144.

OFFICE USE ONLY

MINIMUM YARD REQUIREMENTS

ACCESSORY STRUCTURE		PRINCIPLE STRUCTURE	
FRONT	FT	FRONT	FT
SIDE	FT	SIDE	FT
REAR	FT	REAR	FT
SIDE STREET	FT	SIDE STREET	FT
MAX. HGHT	FT	MAX. HGHT	FT

APPROVALS:

BUILDING	<i>DAE</i> 10/23/2019	FLOODPLAIN ZONE	N/A
ZONING	<i>KS</i> 10/23/2019	PLUMBING	N/A
SEDIMENT	N/A	ENV. HEALTH	<i>JEW</i> 10/24/2019
PUB. SEWER	N/A	HISTORIC	N/A
S.W. MGT.	N/A	SHA	N/A
ENTRANCE	N/A	MECHANICAL	N/A
FIRE MARSHAL	<i>JM</i> 10/22/2019	ELECTRICAL	N/A
BACKFLOW	N/A	FOOD SERVICE	N/A

DATE APPROVED:

11-7-19

ADMINISTRATOR APPROVAL:

Kear 9 Sunson



Queen Anne's County
 Department of Planning and Zoning
 110 Vincit St, Suite 104
 Centreville, MD 21617
 410-758-4088

BUILDING PERMIT No.: BR19-10-0628

Date of Application: 10/11/2019

BUILDING PERMIT

BUILDING LOCATION 317 HEMSLEY DR QUEENSTOWN TAX ACCOUNT 1805023882 SUBDIVISION GOVERNOR GRASON MANOR CRITICAL AREA YES ACREAGE 2.02 TAX MAP 0066 GRID 0002 PARCEL 0081 SECTION BLOCK LOT 42 ZONED NC-1 FRONTAGE DEPTH		PROPERTY OWNERS: ISDELL, MATTHEW 317 HEMSLEY DR QUEENSTOWN, MD 21658 HOME PHONE: (410) 726-6949 APPLICANT: STAKED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WILL CALL																										
EXISTING USE RESIDENCE PROPOSED USE RENOVATION REVISED PROPOSED USE CONSTRUCTION VALUE \$40,000.00		FEES <table border="0"> <tr> <td>ELECT. ADMIN.</td> <td>\$10.00</td> <td>RENOVATION PERMIT FEE</td> <td>\$280.00</td> </tr> <tr> <td>ELECT. PERMIT</td> <td>\$60.00</td> <td>BOCA FEE</td> <td>\$35.28</td> </tr> <tr> <td>ZONING</td> <td>\$55.00</td> <td></td> <td></td> </tr> </table>		ELECT. ADMIN.	\$10.00	RENOVATION PERMIT FEE	\$280.00	ELECT. PERMIT	\$60.00	BOCA FEE	\$35.28	ZONING	\$55.00															
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DESCRIPTION OF WORK: CONVERT 14' X 21' PORTION OF EXISTING ATTACHED GARAGE INTO PLAYROOM WITH POWDER ROOM, ADD NEW SLIDING DOOR AND REPLACE DOOR WITH WINDOW. INSTALL MINI SPLIT SYSTEM IN NEW PLAYROOM.																												
BUILDING DESCRIPTION DIMENSIONS (IN SQUARE FEET)		CONSTRUCTION TYPE: WOOD FRAME																										
<table border="0"> <tr> <td>UNFIN. BASEMENT: 0</td> <td>FIN BASEMENT: 0</td> </tr> <tr> <td>FIRST FLOOR: 294</td> <td>SECOND FLOOR: 0</td> </tr> <tr> <td>THIRD FLOOR: 0</td> <td>FOURTH FLOOR: 0</td> </tr> <tr> <td>GARAGE: 0</td> <td>CARPOR: 0</td> </tr> <tr> <td>DECK: 0</td> <td>PORCH: 0</td> </tr> <tr> <td>OTHER: 0</td> <td></td> </tr> <tr> <td colspan="2">TOTAL FLOOR AREA: 294</td> </tr> </table>		UNFIN. BASEMENT: 0	FIN BASEMENT: 0	FIRST FLOOR: 294	SECOND FLOOR: 0	THIRD FLOOR: 0	FOURTH FLOOR: 0	GARAGE: 0	CARPOR: 0	DECK: 0	PORCH: 0	OTHER: 0		TOTAL FLOOR AREA: 294		<table border="0"> <tr> <td># BEDROOMS:</td> <td># BATHROOMS: 1</td> </tr> <tr> <td>ROAD TYPE: COUNTY</td> <td>SPRINKLER: NO</td> </tr> <tr> <td>WATER TYPE: PRIVATE</td> <td>SEWER TYPE: PRIVATE</td> </tr> <tr> <td>HEATING SYSTEM: SPLIT S</td> <td>CENTRAL AIR: YES</td> </tr> <tr> <td>FIREPLACE: NONE</td> <td></td> </tr> </table>		# BEDROOMS:	# BATHROOMS: 1	ROAD TYPE: COUNTY	SPRINKLER: NO	WATER TYPE: PRIVATE	SEWER TYPE: PRIVATE	HEATING SYSTEM: SPLIT S	CENTRAL AIR: YES	FIREPLACE: NONE		
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NOTE: Separate electrical and plumbing permits are required! A permit under which no work has commenced within six months after issuance shall expire. A permit under which work commences within six months shall be considered if construction is continuous.

Conditions:

OFFICE USE ONLY

MINIMUM YARD REQUIREMENTS

ACCESSORY STRUCTURE		PRINCIPLE STRUCTURE	
FRONT	FT	FRONT	FT
SIDE	FT	SIDE	FT
REAR	FT	REAR	FT
SIDE STREET	FT	SIDE STREET	FT
MAX. HGHT	FT	MAX. HGHT	FT

APPROVALS:

BUILDING	<i>RAC JP</i>	10/21/2019	FLOODPLAIN ZONE	<i>JK</i>	10/30/2019
ZONING		10/18/2019	PLUMBING	<i>CG</i>	11/11/19
SEDIMENT		N/A	ENV. HEALTH	<i>KK</i>	11/01/2019
PUB. SEWER		N/A	HISTORIC		N/A
S.W. MGT.		N/A	SHA		N/A
ENTRANCE		N/A	MECHANICAL	<i>CG</i>	11/11/19
FIRE MARSHAL		N/A	ELECTRICAL		10/30/2019
BACKFLOW		N/A	FOOD SERVICE		N/A

DATE APPROVED: 11-7-19

ADMINISTRATOR APPROVAL: *Karen J. Sullivan*



Queen Anne's County
 Department of Planning and Zoning
 110 Vincit St, Suite 104
 Centreville, MD 21617
 410-758-4088

BUILDING PERMIT No.: BR19-10-0663

Date of Application: 10/25/2019

BUILDING PERMIT

BUILDING LOCATION 128 ASHLAND DR CENTREVILLE TAX ACCOUNT 1803044076 SUBDIVISION ASHLAND MEADOWS CRITICAL AREA NO ACREAGE 1.84 TAX MAP 0036 GRID 0010 PARCEL 0073 SECTION BLOCK LOT 11 ZONED AG FRONTAGE DEPTH		PROPERTY OWNERS: DAY, JOHN 128 ASHLAND DR CENTREVILLE, MD 21617 HOME PHONE: (301) 669-4183 APPLICANT: STAKED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WILL CALL	
EXISTING USE RESIDENCE PROPOSED USE PELLET STOVE REVISED PROPOSED USE CONSTRUCTION VALUE \$6,691.00		FEES ZONING \$55.00 FIREPLACE PERMIT FEE \$35.00	
CONTRACTORS NAME LICENSE # PHONE# PERMIT# OWNER OWNER QAC1000		DESCRIPTION OF WORK: REMOVE GAS FIREPLACE INSERT AND INSTALL NEW QUADRAFIRE PELLET STOVE INSERT.	
BUILDING DESCRIPTION DIMENSIONS (IN SQUARE FEET)		CONSTRUCTION TYPE: OTHER	
UNFIN. BASEMENT: FIRST FLOOR: THIRD FLOOR: GARAGE: DECK: OTHER: TOTAL FLOOR AREA:	FIN BASEMENT: SECOND FLOOR: FOURTH FLOOR: CARPOR: PORCH:	# BEDROOMS: ROAD TYPE: COUNTY WATER TYPE: PRIVATE HEATING SYSTEM: EXISTIN FIREPLACE: PELLET	# BATHROOMS: SPRINKLER: NO SEWER TYPE: PRIVATE CENTRAL AIR:

The undersigned hereby certifies and agrees as follows: (1) That he/she is authorized to make this application; (2) that the information is correct; (3) that he/she will comply with all regulations of Queen Anne's County which are applicable thereto; (4) that he/she will perform no work on the above referenced property not specifically described in this application; (5) that he/she grants County Officials the right to enter onto this property for the purpose of inspecting the work permitted and posting notices.

NOTE: Separate electrical and plumbing permits are required! A permit under which no work has commenced within six months after issuance shall expire. A permit under which work commences within six months shall be considered if construction is continuous.

Conditions:

OFFICE USE ONLY

MINIMUM YARD REQUIREMENTS

ACCESSORY STRUCTURE		PRINCIPLE STRUCTURE	
FRONT	FT	FRONT	FT
SIDE	FT	SIDE	FT
REAR	FT	REAR	FT
SIDE STREET	FT	SIDE STREET	FT
MAX. HGHT	FT	MAX. HGHT	FT

APPROVALS:

BUILDING	10/31/2019	FLOODPLAIN ZONE	N/A
ZONING	11/01/2019	PLUMBING	N/A
SEDIMENT	N/A	ENV. HEALTH	JEN 10/31/2019
PUB. SEWER	N/A	HISTORIC	N/A
S.W. MGT.	N/A	SHA	N/A
ENTRANCE	N/A	MECHANICAL	N/A
FIRE MARSHAL	N/A	ELECTRICAL	N/A
BACKFLOW	N/A	FOOD SERVICE	N/A

DATE APPROVED: 11-7-19

ADMINISTRATOR APPROVAL: *Kevin J. Swanson*



Queen Anne's County
 Department of Planning and Zoning
 110 Vincit St, Suite 104
 Centreville, MD 21617
 410-758-4088

BUILDING PERMIT No.: BR19-10-0681

Date of Application: 10/31/2019

BUILDING PERMIT

BUILDING LOCATION 321 AUSTIN CT CENTREVILLE			PROPERTY OWNERS: TEBBENS, DANIEL 321 AUSTIN CT CENTREVILLE, MD 21617		
TAX ACCOUNT 1802026023 SUBDIVISION HAYDEN ESTATES CRITICAL AREA NO ACREAGE 3.785 TAX MAP 0037 GRID 0003 PARCEL 0028 SECTION BLOCK LOT 11 ZONED AG FRONTAGE DEPTH			HOME PHONE: (302) 542-0193 APPLICANT: STAKED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WILL CALL		
EXISTING USE RESIDENCE PROPOSED USE ACCESSORY STRUCTURE REVISED PROPOSED USE CONSTRUCTION VALUE \$34,950.00			FEES BOCA FEE \$96.00 ZONING \$55.00		
CONTRACTORS NAME LICENSE # PHONE# PERMIT# MHIC DIAMOND STATE POLE BLDG LLC MHIC#129543					
DESCRIPTION OF WORK: CONSTRUCT 30' X 40 DETACHED POLE BUILDING GARAGE.					
BUILDING DESCRIPTION DIMENSIONS (IN SQUARE FEET)			CONSTRUCTION TYPE: WOOD FRAME		
UNFIN. BASEMENT: 0 FIRST FLOOR: 0 THIRD FLOOR: 0 GARAGE: 1,200 DECK: 0 OTHER: 0 TOTAL FLOOR AREA: 1,200		FIN BASEMENT: 0 SECOND FLOOR: 0 FOURTH FLOOR: 0 CARPORT: 0 PORCH: 0		# BEDROOMS: ROAD TYPE: COUNTY WATER TYPE: PRIVATE HEATING SYSTEM: NONE FIREPLACE: NONE	
		# BATHROOMS: SPRINKLER: NO SEWER TYPE: PRIVATE CENTRAL AIR: NO			

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NOTE: Separate electrical and plumbing permits are required! A permit under which no work has commenced within six months after issuance shall expire. A permit under which work commences within six months shall be considered if construction is continuous.

Conditions:
 ANY ELECTRICAL WORK ADDED TO THIS STRUCTURE WILL REQUIRE AN APPROVED QUEEN ANNE'S COUNTY ELECTRICAL PERMIT AND AN INSPECTION BY THE MIDDLE DEPARTMENT INSPECTION AGENCY. SWM - MUST FOLLOW APPROVED SUBDIVISION STORMWATER MANAGEMENT PLAN ALL BUILDINGS OTHER THAN THE PRINCIPLE BUILDING SHALL NOT COVER AN AREA OF THE LOT GREATER THAN 80% OF THAT COVERED BY THE EXISTING PRINCIPLE BUILDING.

OFFICE USE ONLY

MINIMUM YARD REQUIREMENTS

ACCESSORY STRUCTURE		PRINCIPLE STRUCTURE	
FRONT	FT	FRONT	FT
SIDE	3 FT	SIDE	FT
REAR	3 FT	REAR	FT
SIDE STREET	FT	SIDE STREET	FT
MAX. HGHT	40 FT	MAX. HGHT	FT

APPROVALS:

BUILDING	<i>RAC</i> 11/04/2019	FLOODPLAIN ZONE	N/A
ZONING	<i>JP</i> 11/04/2019	PLUMBING	N/A
SEDIMENT	N/A	ENV. HEALTH <i>CCS</i>	11/05/2019
PUB. SEWER	N/A	HISTORIC	N/A
S.W. MGT.	<i>PB</i> 11/06/2019	SHA	N/A
ENTRANCE	N/A	MECHANICAL	N/A
FIRE MARSHAL	N/A	ELECTRICAL	N/A
BACKFLOW	N/A	FOOD SERVICE	N/A

DATE APPROVED: 11-7-19

ADMINISTRATOR APPROVAL: *Kiran J. Swinson*



Queen Anne's County
 Department of Planning and Zoning
 110 Vincit St, Suite 104
 Centreville, MD 21617
 410-758-4088

BUILDING PERMIT No.: BR19-10-0619

Date of Application: 10/10/2019

BUILDING PERMIT

BUILDING LOCATION 800 SALISBURY WAY STEVENSVILLE TAX ACCOUNT 1804053990 SUBDIVISION BAY CITY CRITICAL AREA NO ACREAGE 0.45 TAX MAP 0056 GRID 0000 PARCEL 0400 SECTION 1 BLOCK 11 LOT 9 ZONED NC-20 FRONTAGE DEPTH		PROPERTY OWNERS: ALAND, TIMOTHY & CAROLINE 800 SALISBURY WAY STEVENSVILLE, MD 21666 HOME PHONE: (443) 496-0926 APPLICANT: STAKED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WILL CALL	
EXISTING USE RESIDENCE PROPOSED USE RENOVATION/ADDITION TO RESIDENCE REVISED PROPOSED USE CONSTRUCTION VALUE \$9,000.00		FEES RENOVATION \$252.00 ELECT. PERMIT \$60.00 PERMIT FEE BOCA FEE \$35.00 ELECT. ADMIN. \$10.00 ZONING \$55.00	
CONTRACTORS NAME LICENSE # PHONE# PERMIT# OWNER OWNER QAC1000 ELECTRICIAN RJ BEASLEY ELECTRIC E-#900 (410) 490-2055 ER-27712			
DESCRIPTION OF WORK: EXTEND EXISTING SCREENED PORCH OUT 7' X 14' AND CONVERT TO 3-SEASON SUNROOM. CONSTRUCT ROOF OVER EXISTING 9'7 X 7'7 2ND FLOOR BALCONY.			
BUILDING DESCRIPTION DIMENSIONS (IN SQUARE FEET)		CONSTRUCTION TYPE: WOOD FRAME	
UNFIN. BASEMENT: 0 FIN BASEMENT: 0 FIRST FLOOR: 0 SECOND FLOOR: 0 THIRD FLOOR: 0 FOURTH FLOOR: 0 GARAGE: 0 CARPOR: 0 DECK: 0 PORCH: 182 OTHER: 0 TOTAL FLOOR AREA: 182		# BEDROOMS: # BATHROOMS: ROAD TYPE: COUNTY SPRINKLER: NO WATER TYPE: PUBLIC SEWER TYPE: PUBLIC HEATING SYSTEM: NONE CENTRAL AIR: NO FIREPLACE: NONE	

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Conditions:

ASSOCIATION REVIEW RESPONSE RECEIVED 10/31/19.

OFFICE USE ONLY

MINIMUM YARD REQUIREMENTS

ACCESSORY STRUCTURE		PRINCIPLE STRUCTURE	
FRONT	FT	FRONT	35 FT
SIDE	FT	SIDE	15/35 F
REAR	FT	REAR	50 FT
SIDE STREET	FT	SIDE STREET	35 FT
MAX. HGHT	FT	MAX. HGHT	40 FT

APPROVALS:

BUILDING	<i>PAE</i>	10/24/2019	FLOODPLAIN ZONE	N/A
ZONING	<i>HLW</i>	10/24/2019	PLUMBING	N/A
SEDIMENT		N/A	ENV. HEALTH	<i>als</i> 10/25/2019
PUB. SEWER	<i>BAO</i>	N/A	HISTORIC	N/A
S.W. MGT.		N/A	SHA	N/A
ENTRANCE		N/A	MECHANICAL	N/A
FIRE MARSHAL		N/A	ELECTRICAL	11/01/2019
BACKFLOW		N/A	FOOD SERVICE	N/A

DATE APPROVED: 11-7-19

ADMINISTRATOR APPROVAL: *Karen J. Sunison*



Queen Anne's County
 Department of Planning and Zoning
 110 Vincit St, Suite 104
 Centreville, MD 21617
 410-758-4088

BUILDING PERMIT No.: B16-1092
 Date of Application: 10/12/2016

BUILDING PERMIT

BUILDING LOCATION 208 CHENOWITH DR STEVENSVILLE TAX ACCOUNT 1804008685 SUBDIVISION BAY CITY CRITICAL AREA YES ACREAGE 43,290 SF TAX MAP 0056 GRID 0000 PARCEL 0413 SECTION 2 BLOCK 24 LOT 34 ZONED NC-20 FRONTAGE 0 DEPTH		PROPERTY OWNERS: COULSON, ROBERT & CHRISTINE 208 CHENOWITH DR STEVENSVILLE, MD 21666 HOME PHONE: APPLICANT: STAKED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WILL CALL	
EXISTING USE RESIDENCE PROPOSED USE RENOVATION TO RESIDENCE REVISED PROPOSED USE CONSTRUCTION VALUE \$4,000.00		FEES ZONING \$55.00 BOCA FEE \$35.00 RENOVATION \$35.00 SPRINKLER \$150.00 PERMIT FEE	
CONTRACTORS NAME LICENSE # PHONE# PERMIT# MHIC PRO IMPROVEMENTS LLC MHIC 39063 (410) 643-4880			
DESCRIPTION OF WORK: CONSTRUCT 14' X 16' ROOF OVER EXISTING DECK.			
BUILDING DESCRIPTION DIMENSIONS (IN SQUARE FEET)		CONSTRUCTION TYPE: WOOD FRAME	
UNFIN. BASEMENT: 0 FIN BASEMENT: 0 FIRST FLOOR: 0 SECOND FLOOR: 0 THIRD FLOOR: 0 FOURTH FLOOR: GARAGE: 0 CARPOR: 0 DECK: 0 PORCH: 224 OTHER: 0 TOTAL FLOOR AREA:		# BEDROOMS: 0 # BATHROOMS: 0 ROAD TYPE: SPRINKLER: NO WATER TYPE PRIVATE SEWER TYPE PRIVATE HEATING SYSTEM: NONE CENTRAL AIR: NO FIREPLACE: NONE	

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Conditions: ASSOCIATION REVIEW RESPONSE RECEIVED 11/12/16.

OFFICE USE ONLY

MINIMUM YARD REQUIREMENTS

ACCESSORY STRUCTURE		PRINCIPLE STRUCTURE	
FRONT	FT	FRONT	35 FT
SIDE	FT	SIDE	15/35 F
REAR	FT	REAR	50 FT
SIDE STREET	FT	SIDE STREET	FT
MAX. HGHT	FT	MAX. HGHT	40 FT

APPROVALS:

BUILDING	RAC 10/17/2016	FLOODPLAIN ZONE	K 11/06/2019
ZONING	HLV 10/18/2016	PLUMBING	N/A
SEDIMENT	N/A	ENV. HEALTH	N/A
PUB. SEWER	N/A	HISTORIC	N/A
S.W. MGT.	N/A	SHA	N/A
ENTRANCE	N/A	MECHANICAL	N/A
FIRE MARSHAL	N/A	ELECTRICAL	N/A
BACKFLOW	N/A	FOOD SERVICE	N/A

DATE APPROVED: 11-7-19

ADMINISTRATOR APPROVAL: Karen J. Swanson