

CITY OF WATKINS
LAND USE PERMT APPLICATION

APP # _____
DATE _____
FEES PAID \$ _____
RECEIPT # _____

For office use only

PRINT all information on this application. Application must be completed in ink.
Complete all applicable information. Be sure to sign and date application. The
property owner must sign the application.

Name of Applicant _____ Phone _____

Mailing address: _____

Email address: _____

Applicant is:

Legal Owner _____
Contract Buyer _____
Option Holder _____
Agent _____
Other _____

Title Holder of Property: (if not applicant)

(Name)

(Address)

(City, State, Zip)

Contractor Name (write "self" if applicable): _____ Contractor Phone #: _____

Is this application after-the-fact? ___ Yes ___ No If yes, a penalty fee shall be imposed.

Location of Property: Site Address/House No. _____

Legal Description of Property: _____

Property Parcel ID # (on tax statement): _____

Size of Lot or Parcel: _____ Current Zoning: Ag ___ R1 ___ R2 ___ B1 ___ B2 ___ M1 ___

Type of Construction: (Check all that apply.)

Dwelling Structure:

New Home

___ Stick Built ___ Modular Home ___ Mobile Home

Expansion to Existing Home

Accessory Structure/Swimming Pools/Fences

Garage: ___ Attached ___ Detached

Accessory Building

Fence

Other _____

Deck: ___ Open ___ Enclosed/Screened

Addition to Existing Accessory Structure

Swimming Pool and Fence

Commercial/Industrial Structure

Commercial

Industrial

Describe: _____

New Structure Size: _____ New Square Footage: _____

Over All Height: _____ Sidewall Height: _____ Max Peak Height: _____

Siding Material: _____ Roofing Material: _____
(Residential Districts: If metal, must be a standing seam system.)

Fence Material: Chain Link _____ Wrought Iron _____ Board & Picket _____ Vinyl _____

Fence Height: _____ (Maximum height: residential front yard: 48"; Side and rear: 6'; Commercial: 8')

Anticipated Starting Date: ___/___/_____ Estimated Completion Date: ___/___/_____

Property line setbacks: Front Setback: _____ ft. Rear Setback: _____ ft.
Looking at the property from the street: Left Sideline: _____ ft. Right Sideline: _____ ft.

New Utilities Required: Water: _____ Sewer: _____ None: _____
Work in Right of Way? _____ (Attach completed Utility Application Form)

A DETAILED sketch of your site plan is required. Please see pages 3 and 4. Application will be considered incomplete if detailed site plan is not submitted with application.

I attest that all the information submitted in this application is correct. Land Use Permits issued on the basis of plans and applications approved by the Zoning Administrator authorize only that use, arrangement and construction set forth in such approved site plan and applications and for no other use, arrangement or construction. Any use, arrangement and construction at variance with that authorized shall be deemed a violation of this Ordinance and punishable per provisions of the Zoning Ordinance. By applying for this permit the applicant or representative of the applicant is allowing the city the right to come on-site to measure and/or inspect as needed for permitting information.

CERTIFICATION OF TAXES PAID. Prior to approving an application for any city permit, the applicant shall provide certification to the city that there are no delinquent property taxes, special assessments, unpaid utility charges certified for payment as taxes, interest, or city utility fees due upon the parcel of land to which the land use permit relates. The City shall not accept applications where the applicant has past due fees or charges due to the City or the County until the account is made current.

EXPIRED PERMITS. A land use permit shall become void if the work described therein has not begun within six (6) months from the date of issuance. If the work described in any land use permit has not been substantially completed within one (1) year of the date of issuance, said permit shall expire and be canceled by the City Clerk. Further work shall not proceed unless and until a new land use permit has been obtained.

The city does not require surveys in most cases. The property owner is responsible for knowing where their property lines are.

Signature of Owner, authorizing application (required): _____
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)
(Property owner must sign above as well.)

*******(The following to be completed by the city)*******

Land Use Permit Approved By: _____	Date: ___/___/___	Land Use Permit Fee: \$ _____
Land Use Permit Denied for _____	Date: ___/___/___	After-the-fact Fee: _____
		Water Connection Fee: _____
		Sewer Connection Fee: _____
		Total Fees: \$ _____

Zoning Administrator: _____ Date: ___/___/___

Dwellings:

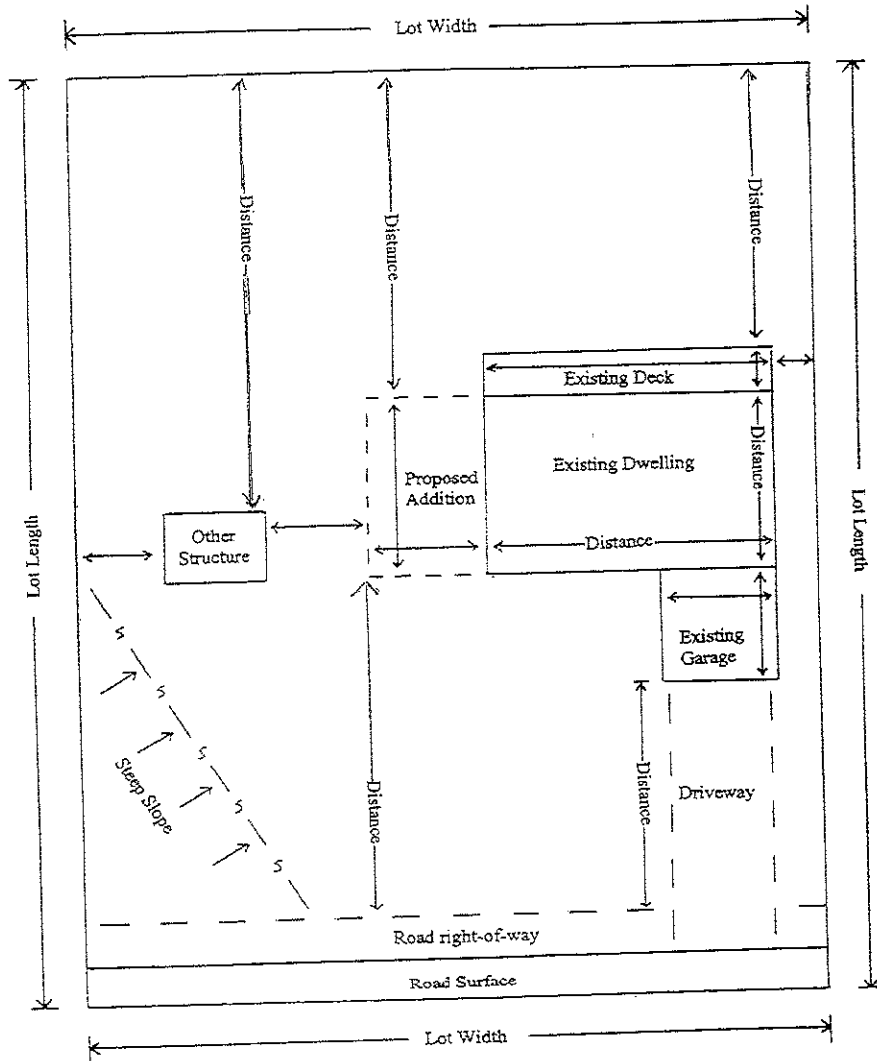
- Minimum width of 24'.
- Shall be constructed or placed upon a permanent foundation located along the entire length of all exterior walls of the dwelling and approved by the Uniform Building Code.
- Shall have a pitched roof, no less than 12 x 4 pitch, and covered with shingles, steel shingles, tiles, or a standing seam metal roofing system (concealed fasteners), and have eaves of not less than 6".
- Front yard setback is 25'. Starts from the edge of the street right-of-way.
- Rear yard setback is 25'.
- Side yard setback is 6' minimum with a sum of 16' (can be 6' and 10' or 8' and 8' but no less than 6' on any one side).

Detached Accessory Structures:

- No accessory structure is permitted in the limits of a front yard.
- In cases where an accessory building is attached to the principal structure, it shall be made structurally a part of the principal structure and shall comply in all respects with the requirements applicable to the principal structure. An accessory building, unless attached to and made part of the principal structure, shall not be closer than five (5) feet to the principal structure.
- Shall not contain more than 30' of vehicle door openings as measured horizontally and shall not occupy more than 1,200 sq. ft.
- Shall not be erected or placed within 5' of any dwelling, property line, alley easement line, or utility easement.
- On a corner lot, an accessory structure shall not project beyond the front yard setback requirement of the dwelling.
- Shall not exceed 1 story or 14' sidewalls with a maximum peak height of 20'.
- The exterior finish, roof, roof lines and roof pitch of all accessory structures exceeding 120 sq. ft. in a Residential District shall match as close as possible the exterior finish, roof and roof lines of the dwelling. Boxed eaves and rakes on accessory structures shall be required where they occur on the dwelling. No pole buildings, carports or galvanized coverings are allowed.
- Cloth, canvas, plastic sheets, tarps and other similar materials are only allowed as primary materials on accessory structures not exceeding 300 sq. ft. and when located in the rear portion of the property. Material must be durable and maintained. Only one structure of this kind is allowed per lot.
- Metal tool sheds, not exceeding 120 sq. ft., used as an accessory structure only, are permissible. The structure must be located in the rear portion of the lot.

EXAMPLE SKETCH

A sketch of your site plan is a required part of the land use permit application. Draw your sketch on the bottom portion of the back side of this sheet or attach a separate sheet of paper.



This plan does not need to be to scale, but must be as complete as possible. Items which need to be included in site plan are:

- North arrow
- Lot dimensions
- Streets, rights-of-way, driveways and parking areas
- Rear yard, front yard and side yard setbacks
- Existing structures, including pools, fences, fish houses, etc. and dimensions
- Proposed new structure location, dimensions and setbacks
- Existing easements
- City utility services
- Wells, septic systems & drain fields, if applicable
- Natural features (creeks, etc.)

CITY OF WATKINS
LAND USE PERMIT APPLICATION

APPLICATION:

- A. Applicant shall complete Land Use Permit Application and submit to Watkins City Hall.
- B. Application shall be accompanied by site plan drawing complete with the following **minimum** information:
 - Size of parcel, with North arrow and street name and house number
 - Location on the parcel of all existing structures, dimensions and their square footage
 - Location on the parcel of all proposed structures, dimensions and their square footage
 - Setbacks from all existing and proposed structures
 - Existing and proposed driveway

REVIEW:

- A. City Hall shall review the application for completeness and assign an application number to application. City staff will indicate on the application the date that the application is complete. The applicant will be notified where additional information is needed.
- B. City staff shall, based on submittals, compute the land use permit fee. This fee shall be paid by the applicant at the time the application is submitted. The fee is non-refundable.
- C. Water Connection Fee and Sewer Connection Fee are due at time of application

ACTION:

In order to obtain a land use permit, the following must happen:

- A. City staff must verify all City billings and insure that the applicant is current on all payments, including past due fees or charges to Meeker County (property taxes).
- B. City staff must insure that the permit fees have been collected.
- C. City staff must insure that the proposed improvements meet the requirements of the Zoning Ordinance.

PLEASE NOTE: State Statutes provide the City up to 60 days to process land use applications. The City strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction.