

CITY OF WATKINS
LAND USE PERMT APPLICATION

APP # _____

DATE _____

FEES PAID \$ _____

RECEIPT # _____

For office use only

PRINT all information on this application. Must be completed in ink.

Name of Applicant _____ Phone _____

Mailing 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 Deck: ___ Open ___ Enclosed/Screened
 Accessory Building Addition to Existing Accessory Structure
 Fence Swimming Pool and Fence
 Other _____

Commercial/Industrial Structure

Commercial
 Industrial

Describe: _____

New Structure Size: _____ New Square Footage: _____

Overall Height: _____ Sidewall Height: _____ Max Peak Height: _____

Siding Material: _____ Roofing Material: _____
(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 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.

Applicant must be current on real estate taxes before permit will be issued.

If construction is not commenced within thirty (30) days and/or completed within twelve (12) months of issuance, this permit shall be void. This permit shall be reissued for a fee of \$500 with a \$50 per day penalty until completed.

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.)

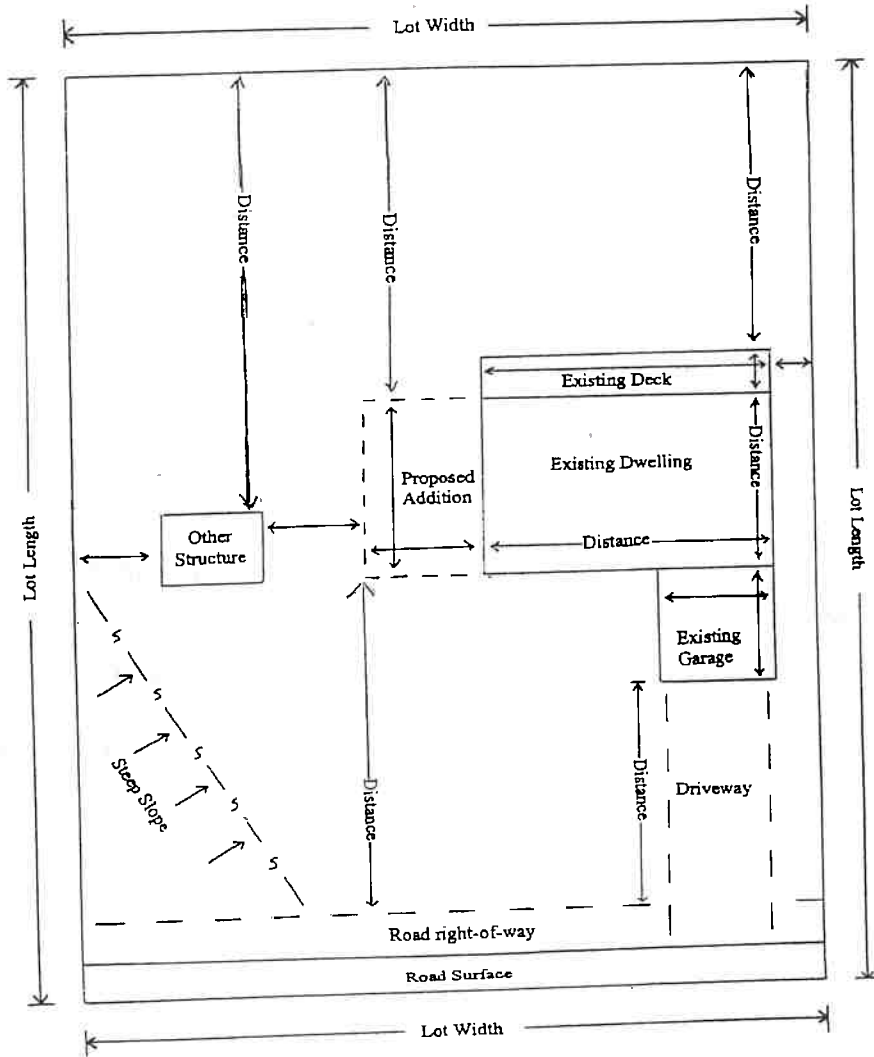
*******(The following to be completed by the City)*******

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: ___/___/_____

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.)

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, tiles, or a standing seam metal roofing system (concealed fasteners) and have eaves of not less than 6".
- Front yard setback (25'). Starts from edge of street right-of-way.
- Rear yard setback is 25'.
- Side yard setback is 6' minimum with a sum of 16'.

Detached Accessory Structures:

- No accessory structure is permitted in the limits of a front yard.
- If located within 10' of the side or rear wall of the dwelling, the detached accessory structure must comply with all yard requirements applicable to the dwelling on the property.
- Shall not contain more than 30' of vehicle door openings as measured horizontally and shall not occupy more than 1,000 sq. ft.
- Shall not be erected or placed within 5' of any dwelling, property line or alley easement line.
- 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 the 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.

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.