

Fee: \$50.00

234 Main
P.O. Box 70
Carbondale, KS 66414
PHONE: 785.836.7108

SINGLE FAMILY & DUPLEX RESIDENTIAL
BUILDING PERMIT APPLICATION

NOTICE: There is a mandatory 10-day waiting period from the date of approval.
Do not begin any construction or installing of any structure until that time.

Presented by: _____
Name (type or print) Address Phone

Address of proposed structure: _____ Zoned as: _____

Located in Addition. _____ Lots are ft wide. _____

LEGAL DESCRIPTION OF PROPERTY. This information is on your abstract, your tax statement,
or available at the Osage County Register of Deeds Office located in the courthouse.

Owner of Record: _____
Name (type or print) Address Phone

General Contractor: _____
Name (type or print) Address Phone

Architect or Designer: _____
Name (type or print) Address Phone

CLASS OF WORK

_____ New _____ Repair _____ Addition _____ Alteration/Remodel

Other _____

Describe Work:

TYPE OF STRUCTURE

_____ Single Family _____ Site Built _____ Manufactured House
_____ Duplex _____ Modular Manufactured House, Residential Design

Properties zoned as R1 and R2: No building shall exceed thirty-five (35) feet in height.

NOTE: Property owner or applicant is responsible for submitting accurate information. The
City does NOT certify boundary lines. Applications are approved based on measurements
provided.

Value of Project _____ Square Footage _____

Will there be electrical or plumbing work? _____ Electrical _____ Plumbing _____

Please indicate Contractor _____
Name (type or print) Address Phone

Is property located in a floodplain area? _____ Yes _____ No

IF YES, please obtain and complete the Floodplain Development Permit/Application

Will a new water tap be required? _____ Yes _____ No

Will a new sewer tap be required? _____ Yes _____ No

Will installation of utility lines require crossing a street or alley to reach the nearest point to hook on? _____ Yes _____ No

If yes, complete required forms and pay fees. Forms are at City Hall.

SETBACKS: Is location on a corner lot? _____ Yes _____ No

(If yes, the front property line setback is required on both streets)

_____ feet from the front property line (25 feet from property line)

_____ feet from side yard property line (See Article 5)

_____ feet from side yard property line (See Article 5)

_____ feet from back property line (10 feet from property line)

Estimated starting date: _____ Completion date: _____

IMPORTANT: Attach a separate sheet showing structure dimensions and location on the lot. Indicate all setbacks, public or private easements, height of structure, and parking (if applicable). The property owner or agent is responsible for the accuracy and verification of all dimensions given, as well as any legal surveying if needed.

A residential site plan is required. See attached checklist.

Site Plan Attached _____ Yes _____ No

Applicant Please Read

I hereby certify that I have read and examined this application and know the same to be true and correct. I hereby certify that I have been authorized by the owner to act as his/her agent in applying for and obtaining this permit prior to work being initiated. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant _____ Date _____

NOTE: This application (if approved) expires one year after date of issuance unless the project is started within six months of approval.

IF APPLICATION IS NOT APPROVED:

- . You have the right to file a request for a hearing before the Board of Zoning Appeals.
- . See Article 12, or contact the City Clerk's Office for procedure.
- . Request must be made within thirty (30) days of being disapproved.

~ BELOW SECTION FOR CITY USE ONLY ~

Zoning _____ Occupancy_____ Floodplain_____ ADA_____

_____Approved _____Denied

Comments of Zoning Administrator:

Date: _____ Signed: _____

Zoning Administrator

RESIDENTIAL BUILDING PERMIT DRAWING CHECKLIST

Submission Requirements: The site plan shall include the following data and details which are found relevant to the proposal the applicant shall make notations explaining the reasons for any omissions.

	Yes	No
A. Name of project, address, date, north arrow, and scale of plan.	<input type="checkbox"/>	<input type="checkbox"/>
B. All existing lot lines, easements, and rights of way.	<input type="checkbox"/>	<input type="checkbox"/>
C. The location and use of all existing and proposed structures within the property. Include all dimensions of floor area, and show all exterior entrances, and all anticipated future additions or alterations.	<input type="checkbox"/>	<input type="checkbox"/>
D. The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, curbs, and fences.	<input type="checkbox"/>	<input type="checkbox"/>
E. The location of all present and proposed utility systems:		
1. Sewage system;	<input type="checkbox"/>	<input type="checkbox"/>
2. Water supply system.	<input type="checkbox"/>	<input type="checkbox"/>

