

## **Land Users Permit**

### **Instructions**

This Site Plan is intended as a general drawing suitable for either a corner or interior lot. Please check the appropriate box to indicate your type of lot. Some of the items may not apply to your property, such as alley, sidewalk, or second street. If you have an interior lot, please orient your drawing so that your street is on the left side of the drawing. However, if your lot is wider than it is deep, then orient your drawing so that your street is at the top of the page.

The City is not responsible for the Survey.

1. The illustration does not have to be drawn to scale; however, it should show the locations of all existing and proposed structures and proposed structures to the property lines and from one another.
2. If you know the dimensions of the alley width, right-of-way, and the property lines, please note them on the drawing. However, if you don't know these measurements, our staff will help you determine that.
3. Write in all the names of the streets on the map of your drawing.
4. Use the circle on the bottom left of the drawing to indicate North in relation to your property.
5. No construction may be started without City signature.
6. Any part of application not completed will void permit.
7. At the time of submitting the application all surveyed corner pins of the applicants' property must have been marked with a visible flag or stake above ground. (Resolution #540)
8. Building set back distances are a minimum of 3 feet from the inside of the property line of said real property. (Resolution #552)
9. Fee for land use permits shall be established as the follows (Resolution #583):

Simple application without need for variance	\$20.00
Application requesting a variance (simple fee + variance)	\$120.00
Additional fee for conversion to variance request	\$100.00
Fee when application resubmitted after 180 days	\$10.00

Name: \_\_\_\_\_

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

Construction: \_\_\_\_\_ (fence, house, garage, etc.)

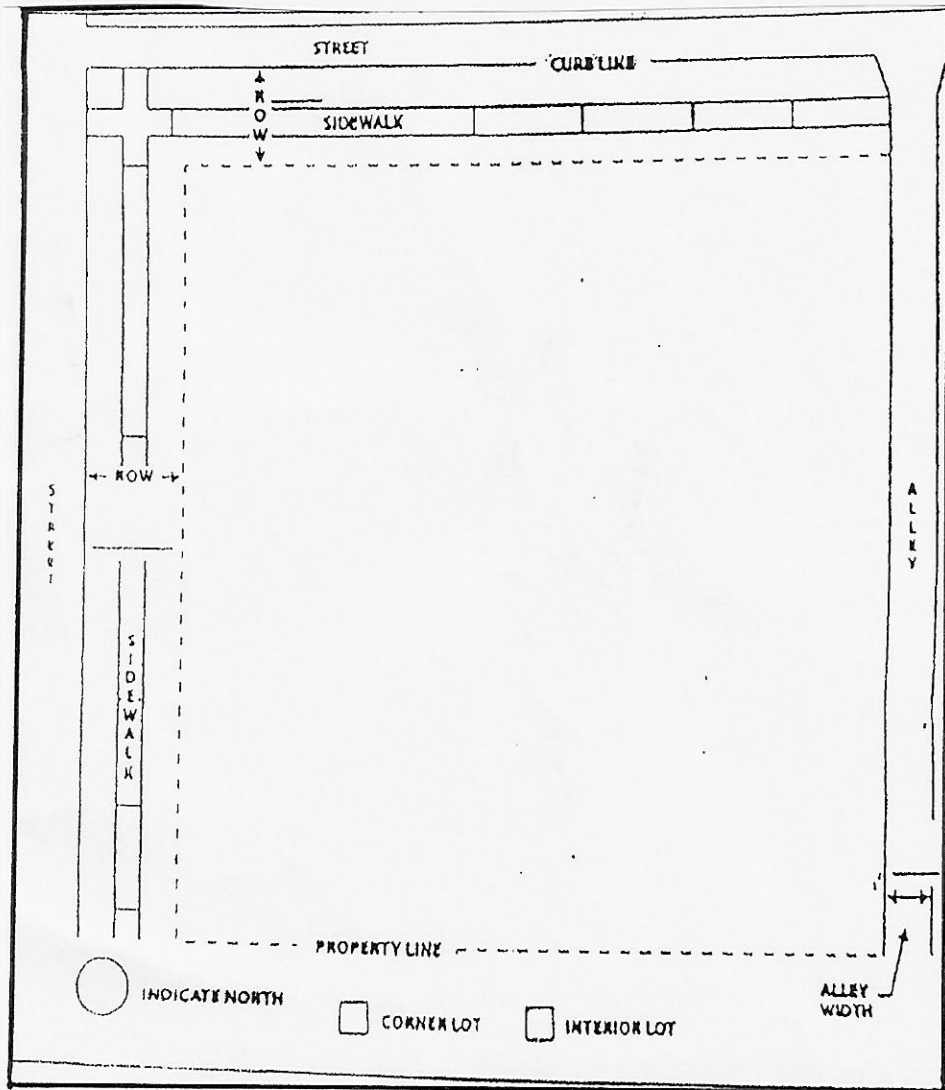
Lot Numbers: \_\_\_\_\_ Block Number: \_\_\_\_\_

Addition: \_\_\_\_\_

\*\*\*\*\*NOTE\*\*\*\*\* *Permit is good for 180 days from date for the current project!* \*\*\*\*\*

Date Project Started: \_\_\_\_\_ Public Works Dept. Signature: \_\_\_\_\_ Date \_\_\_\_\_

Date Project Completed: \_\_\_\_\_ Public Works Dept. Signature: \_\_\_\_\_ Date \_\_\_\_\_



## **WATER AND SEWER INSTALLATION FOR CONTRACTORS**

1. All water and sewer lines must be bedded 3".
2. All water and sewer lines must have 1 foot of cover.
3. Cover and bedding material can be sand or small gravel 3/8" or less.
4. All sewer and water lines must be compacted every two feet.
5. Pit run may be used for fill after 1 foot of cover.
6. All water and sewer lines must be inspected by city before filling ditch.
7. Wet clay or material that cannot be compacted may not be used for fill.
8. All pipe, valves and parts must be approved by the city.
9. Building permits must be filled out and returned to city office before it can be approved.
10. Construction may not start until approved.
11. Contacting Electric and Phone companies is up to the contractor.
12. All repair or new water and sewer lines in city streets must be completed before contractor moves to another job or takes time off.
13. Streets and alleys cannot be closed without city approval.
14. Sheriff's Office must be told of all street and ally closures.
15. Contractor is responsible for bedding and back fill materials.
16. Contractor must clean up all spills.
17. Contractor must have its own traffic control equipment.
18. Fence all open or unsafe construction.
19. Follow all safety rules.
20. Pay for all asphalt removal
21. Damage to any electric, phone, fiber optic, TV, sewer or water line is the responsibility of the contractor.
22. To get inspected by city employees is the contractor's responsibility.