

CITY OF UDALL, KANSAS

INSTRUCTIONS TO THE APPLICANT FILING FOR A
ZONING PERMIT AND/OR OCCUPANCY CERTIFICATE

1. Prior to the construction, reconstruction, moving or structural alteration of any structure or the improvement of land, an application for a Zoning Permit must be completed when required and approved by the Zoning Administrator. Application forms are provided by the City Clerk. Either the property owner or a contractor as an agent may obtain the permit
2. The applicant must provide, at the time of application, two copies of a plot plan drawn to scale showing the actual dimensions of the zoning lot to be built upon and/or used the size, shape and location of the structure to be constructed and/or the land to be used; required setbacks; points of ingress and egress, driveways, circulation aisles, parking lots, individual parking spaces and loading and service areas, location of all utility connections and other such information as may be deemed necessary. No Zoning Permit will be issued unless a plot plan is submitted. See Zoning Administrator for plot plan
3. Unless the Zoning Administrator can verify the actual dimensions of the zoning lot to be built upon from a recorded plat on file with his/her office, then the applicant must provide, at the time of application, two copies of a drawing or copy of the plat, showing the actual dimensions of the lot according to the recorded plat unless the lot is otherwise exempted from platting under the City
4. Payment of the permit/certificate fee is required at the time of application. See Zoning Administrator or City Clerk for fee schedule information. Because of the additional administrative costs involved, if construction or work other than permitted grading has already commenced on a structure or a use before an application is filed, the fee otherwise required will be increased. The fee is not refundable unless the
5. A Zoning Permit shall be either approved or disapproved by the Zoning Administrator within 10 days after the receipt of an application thereof or within such further period as may be agreed to by the applicant. When the Zoning Administrator decides that he/she cannot issue a Zoning Permit, he/she shall advise the applicant in writing of the reasons for its disapproval.
6. A Zoning Permit shall become null and void 180 days after the date on which it is issued unless within such a period construction, reconstruction, moving or structural alteration is commenced or a use is commenced. If the construction or work is abandoned or suspended for any 180-day period after such a permit is issued, then application must be made for a new permit.
7. Upon the completion of construction or moving or a change in the use of a structure or land, the applicant shall notify the Building Inspector so that a field inspection can be made and an Occupancy Certificate issued. A certificate shall be issued or written notice shall be given to the applicant stating the reasons why a certificate cannot be issued within 10 days after the receipt of an application thereof or after the Building Inspector is notified in writing that the structures or premises are ready for occupancy
8. Any Zoning Permit issued which is based on an application containing false information shall be considered null and void. Similarly, any Zoning Permit or Occupancy Certificate issued in conflict with the provisions of the Zoning Regulations shall be null and void.
9. Any applicant aggrieved by a decision of the Zoning Administrator with respect to the interpretation or application of the Zoning Regulations in applying for a Zoning Permit may appeal to the Udall Board of Zoning Appeals for a determination within 30 days after such decision is made.
10. You should check with the Zoning Administrator to determine if a screening plan approved by the Planning Commission is required prior to issuance of a permit/certificate.

(620)782-3512

City of Udall

Building Permit No: _____

Application for Zoning Permit and Occupancy Certificate and/or Building Permit

Owner: Name: _____ Phone: _____
 Address: _____
 Contractor: Name: _____ Phone: _____ Contractor's License No: _____
 Address: _____
 Property Street _____
 Location: Address: _____
 Legal Description: Lot(s) _____ Block _____ Addition/Subdivision _____

Type of Work and Fees:

INSIDE City Limits	OUTSIDE City limits (within 3 mile area)	
<input type="checkbox"/> Construction:	<input type="checkbox"/> Principal Dwelling \$125.00	<input type="checkbox"/> Other: <input type="checkbox"/> Fence \$10.00 <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Signs, permanent \$20.00 <input type="checkbox"/> Portable or temporary (30 days or less) \$15.00 <input type="checkbox"/> Portable Annual \$75.00 or \$5.00 per month _____
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition \$ ____ .19 per sq. ft	
<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory Structure \$75	
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Addition \$ ____ .15 per sq. ft.	
All construction calculated by sq. ft.		
Sq Ft Finished _____ @ .19 sq ft		
Sq Ft Unfinished _____ @ .15 sq ft		
Description of Work: _____		

Existing Zoning: _____ Existing Use: _____
 Proposed Use: _____

All provision 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 Federal, State or Local Law regarding construction or the performance of construction.

The undersigned hereby certifies that:

- (1) They have read and understand the accompanying form "Instructions to the Applicant Filing for a Building Permit
- (2) The information given herein is correct:
- (3) They agree to comply with all provisions of the Building Regulations.
- (4) All rights-of-way, easements, setback lines, access controls and other building or use restrictions as shown on a recorded plat or separate instrument are accurately indicated to scale on the attached plot plan.
- (5) Except for permitted grading, no construction has been initiated on the proposed lot; and
- (6) They understand that any Permit or Certificate issued upon false statement of any fact which is material to the issuance hereof shall be null and void.
- (7) These fees do not include charges for electric/water installation to the property.

_____ Date: _____
 Owner or Contractor's Signature

Amount of Zoning Permit Fee received: \$ _____
 Zoning Permit Approved Not Approved
 Needed to Complete this Application Process: Zoning Change Variance Conditional Use

Date: _____

 Zoning Administrator's Signature
 (Conditions of approval) (Reasons for not approving)

Occupancy Certificate / Temporary
 All of the foregoing applicable items in the application were field inspected on _____ and the premises are hereby approved for the above stated proposed structure(s) and/or use(s).
 Approved: _____ Date: _____
 City Building Inspector

Building Permit:
 Approved By: _____
 Date: _____

Owner: Name: _____

Zoning Lot Data:

Frontage	ft.	Width	ft.	(measure at required front yard setback line)
Depth	ft.	Area	sq. ft.	
Water Supply		Sewage Disposal		
Number of permanent off-street parking spaces and driveway(s) identified by location on the Plot Plan:				

Building Information	Principal Structure/Use	Accessory Structure/Use
Width (feet)		
Depth (feet)		
Floors (number)/Height (feet)		
Floor Area (sq. ft.)		
1st Floor (sq. ft.)		
2nd Floor (sq. ft.)		
Basement (sq. ft.)		
Total Lot Coverage (%)		
Dwelling Units (number)		
Gross Surface Area of Sign (sq. ft.)		
Sign with Largest Area (sq. ft.)		
Maximum Height of Signs (ft.)		
Maximum Height of Front Yard Fence/Satellite Antenna (ft.)		

Setback Information	Principal Structure/Use	Accessory Structure/Use
Front Yard (feet)		
Front/Side Yard (feet) (corner lots have two or more front yards)		
Side Yard (feet)		
Rear Yard (feet)		

Garage, detached	sq. ft.	Garage, attached	sq. ft.	Carport	sq. ft.
Porch	sq. ft.	Patio, covered	sq. ft.	Breezeway	sq. ft.
HVAC (total area)	sq. ft.	Bedrooms	#	Bathrooms	#

Improvement Description (new construction requires submittal of 1 complete set of construction plans)

Footing & Foundation	Size
<input type="checkbox"/> Concrete	
<input type="checkbox"/> Concrete/Block	
<input type="checkbox"/> Wood	
<input type="checkbox"/> Other	

Floor
<input type="checkbox"/> Wood
<input type="checkbox"/> Concrete
<input type="checkbox"/> Other

Covering - Exterior Walls	# squares
<input type="checkbox"/> Wood	
<input type="checkbox"/> Masonry	
<input type="checkbox"/> Metal Composition	
<input type="checkbox"/> Asbestos	
<input type="checkbox"/> Vinyl	
<input type="checkbox"/> Other	

Structure - Frame	Dimension & spacing
<input type="checkbox"/> Masonry	
<input type="checkbox"/> Steel	
<input type="checkbox"/> Concrete	
<input type="checkbox"/> Wood	
<input type="checkbox"/> Other	

Covering - Roof	# squares
<input type="checkbox"/> Wood	
<input type="checkbox"/> Composition	
<input type="checkbox"/> Metal	
<input type="checkbox"/> Concrete	
<input type="checkbox"/> Built Up	
<input type="checkbox"/> Other	

Fence	Dimension & spacing
Specify Type	

Roof Structure	
<input type="checkbox"/> Wood	<input type="checkbox"/> Truss &/or
<input type="checkbox"/> Metal	<input type="checkbox"/> Rafter

Covering - Interior Walls	
<input type="checkbox"/> Drywall	<input type="checkbox"/> Masonry
<input type="checkbox"/> Plaster	<input type="checkbox"/> Other

Other Permits Required:	
<input type="checkbox"/> Plumbing	<input type="checkbox"/> New Water Connection
<input type="checkbox"/> Electrical	
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Sign

City of Udall

Plot Plan

Lot Size _____ ft x _____ ft = _____ sq ft
Existing Primary Structure _____ ft x _____ ft = _____ sq ft
Accessory Structure _____ ft x _____ ft = _____ sq ft

