



Planning and Zoning Administrator Zoning Permit Application

Owner's Name: _____

Type of Construction (check one)
_____ New Construction
_____ Alteration / Enlargement (Describe Alteration / Enlargement)

_____ House / Building Moving
_____ Double-Wide Manufactured Home
_____ Single-Wide Manufactured Home
_____ Sign (complete section below regarding signs)
_____ Fence (complete section below regarding fences)

Construction Involves: (circle all that are applicable)

Plumbing Water/Sewer: Yes No

Name of Plumber: _____

Phone Number: _____

Electrical: Yes No

Name of Electrician: _____

Phone Number: _____

The following may require a Right-of-Way Construction Permit:

Driveway: Yes No

(Requires curb grinding) Yes No

Sidewalk: Yes No N/A

Provided an application for a Commercial / Industrial structure, addition, repair, remodel, reconstruction, or alteration:

Exceeds 5,000 sq. ft., or Exceeds 30 ft. in height, or

Is sized to be occupied by 20 people or more, Then provide Architect and/or Professional Engineer name and phone number above.

Has the State Fire Marshal's Office approved the construction of this Commercial / Industrial Facility? Yes No
Code Review # _____

FENCES

Height to top of Fence: _____ ft. Fence Material: _____

Please Note: The installation of a fence is permitted within the property lines and over an easement, provided that if maintenance work is required on a Utility within that easement, the Utility may remove the fence and shall not be responsible for any damage, and/or reinstallation of the fence.

On the next page of this application, sketch or attach a site plan showing the location of the proposed fence in relation to the property lines and structures.

SIGNS

This application includes construction of sign(s): Yes No

Dimensions of sign face(s): _____ ft. x _____ ft. Overall Height of the sign structure: _____ ft.

Type of Sign(s): (circle sign type) Wall Mounted Wall Mounted (projecting) Ground Mounted Pole Mounted

Nebraska Department of Roads approved the proposed location of the sign regarding Highway 34 and Highway 14? Yes No N/A

Proposed Setback from:

Street Right-of-Way Line to which sign is oriented: _____ ft.

Secondary Street Right-of-Way Line to which sign is oriented (corner lot): _____ ft.

From nearest property line to which sign is oriented: _____ ft.

Sign Builder: _____

Phone Number: _____

On the next page of this application, sketch or attach a site plan showing the location(s) of sign(s). Attach sign builder's plan of sign(s)

Sketch a site plan of the activity proposed in this application which indicates all of the following:

(sketches or maps may be attached in place of sketch plan)

1. Dimensions of lot(s) on which the proposed building / addition is proposed to be located.
2. Location and size of the proposed building / addition (include all construction such as roof overhangs, bay windows, porches, decks, chimneys which extend beyond the foundation walls).
3. The name and location of all street(s) / road(s) adjoining this property and the distance(s) from the centerline of any street(s) / road(s) to the point of the closest point of the building location.
4. The distance to all adjoining property lines (front, side, and rear yards).
5. The locations and sizes of all other buildings on the property.
6. The location of any water well and sewage disposal system proposed, the distance between well and septic tank and tile field.
(Must comply with Title 124 regulations and may require NDEQ permit)
7. The location of the driveway(s) and sidewalks which will serve the building / addition.
8. For commercial, industrial, public use or other non-residential use, indicate the number, location and size(s) of all parking spaces, the location of loading areas, the location of any signs to be placed on the premises and the type, location and height of any fence proposed.

Sketch the site plan showing the construction project and it's location in relation to the property line(s)

A large rectangular area filled with a fine grid of small squares, intended for drawing a site plan. The grid is approximately 40 units wide and 60 units high.

REQUIREMENTS:

1. No construction shall be started without an approved Zoning Permit. No occupancy of new or converted buildings without an approved Certificate of Zoning Compliance.
2. Owner / Builder shall be solely responsible for compliance with any and all State/Federal Requirements including but not limited to NDEQ Storm Water and Erosion Control Requirements and applicable Ordinances of the City of Aurora related to this construction project.
3. Driveway plans must be approved by the Street Superintendent and where a driveway abuts a paved street or curb it shall be constructed with expansion joints as required.
4. All buildings constructed in a fire zone (as described by ordinance) shall be of fireproof construction per City Ordinance.
5. Application must be filed at least 72 hours prior to making a determination by the Zoning Administrator.
6. Construction must be initiated within 6 months of approval of the Zoning Permit and completed within 2 years.

I hereby certify that I have the legal authority to file this application, that I have completed and examined this application and know the same to be true and correct. I further certify that all provisions of law and other regulations governing the type of construction and use proposed in this application will be complied with, whether or not specified in this application and I will hold the City harmless from any and all liability that may arise as a result of the above proposed construction.

Signature of Applicant

Mailing Address of Applicant

Telephone Number

This section to be completed by Zoning Administrator

1. If construction is in an AG Zoning District, lot on which Building / Addition is proposed meet(s) minimum lot width, frontage and area requirements: YES NO N/A

2. Building / Addition complies with setbacks from street(s), other buildings and property line(s):
 YES NO N/A

3. Building / Addition complies with height limitations:
 YES NO N/A

4. Is building located in a 100 year special flood hazard area?
 YES NO N/A

If Yes, is first floor of the building elevated above 100 year base flood elevation by at least One (1) foot?
 YES NO

5. Building / Addition / Use requires Conditional Use / Variance approval:
 YES NO N/A

If Yes, Conditional Use / Variance approval has been given and application complies with all conditions of approval set forth in the Conditional Use / Variance Approval:
 YES NO

6. If proposed Building / Use is for Commercial, Industrial, Public or other Non-Residential Use, minimum provisions for parking, loading areas and signs will be complied with:
 YES NO N/A

7. If proposed Use requires State authorization or permits, such permits have been approved including but not limited to the Nebraska State Fire Marshal permit:
 YES NO N/A

8. Application Fee in the amount of \$10.00 has been paid by applicant or authorized agent?
 YES NO

Date Paid: _____ Receipt Number (#): _____

9. Application is Approved Disapproved Date of Approval / Disapproval: _____
Reason(s) for disapproval: _____

Signature of Zoning Administrator

Approval of Fire Chief (for construction/alteration in Fire Zone)



Certificate of Zoning Compliance

This portion to be filled out by Applicant (or may be filled out by Zoning Administrator and signed by Applicant)

The undersigned hereby applies for a Certificate of Zoning Compliance to occupy and use a premises as follows:

1. Legal Description of the property to be affected by the activity proposed: _____

2. Proposed use of premises: _____

3. **I hereby certify that I have the legal authority to file this application, that I have completed and examined this application and know the same to be true and correct. I further certify that all provisions of law and other regulations governing the type of construction and use proposed in this application will be complied with, whether or not specified in this application.**

Print Name of Applicant

Mailing Address of Applicant

Signature

Date

Telephone Number

This section to be completed by Zoning Administrator

Certificate of Zoning Compliance Application # _____
This Certificate of Zoning Compliance is related to Zoning Permit # _____ issued to _____ and dated _____

1. If proposed occupancy is a change of use only and no zoning application is needed said use, parking, sign regulations and other zoning regulations will be complied with including any water, sewage and/or garbage disposal requirements. (refer to requirements on zoning permit)
_____ YES _____ NO
2. If building permit has been issued, building and proposed use complies with all statements and facts indicated on such approved building permit.
_____ YES _____ NO
3. If use required a Conditional Use approval, building/use complies with all conditions of approval.
_____ YES _____ NO
4. If use required approval of a Variance by the Board of Adjustment, such use complies with all conditons of approval of the approved variance.
_____ YES _____ NO
5. Site inspected on _____ to verify compliance with all conditions.
6. Inspectors comments: _____
7. Certificate of Zoning Compliance issued on _____
8. Copy of approved Certificate of Zoning Compliance mailed to Applicant on _____

Signature of Zoning Administrator