

Clay County

Zoning Compliance Permit to Build

Clay County Zoning

300 W 4th St, Spencer, Iowa 51301

8:00 a.m.-4:30 p.m. M-F

Tammy McKeever, Zoning Administrator – 712-262-8165

APPLICATION IS MADE BY

Name: _____ owner/developer/agent
(Please circle one)

If Applicant is not the Owner, please list Owner's name and Address: _____

E911 Street Address: _____

City, State, Zip: _____

Phone or Contact Number: _____

LOCATION OF PROPOSED IMPROVEMENTS

Qtr _____ Qtr _____ Qtr _____ Sec _____ Township _____ Range _____
Subdivision _____ Block _____ Lot _____

Legal Description _____

BUILDING OR STRUCTURE INFORMATION

Is this permit for: (Please circle one) Construction : Alteration : Repairs/Modifications : Move/Relocate
Please describe the proposed activities for this permit (e.g. build new house, erect new garage, etc.)

Size and total square feet of the proposed structure or building: _____

Height of proposed structure or building: _____
(Note: Height of a building or structure is that distance measured from the ground level to the highest point)

Valuation of proposed structure or building: _____

This building is located in the 100 year Flood Zone: Yes _____ No _____

Please provide a visual depiction and text of any signs for the proposed building or structure.

LOT OR PARCEL INFORMATION

This property is considered to be farmland, farm house, farm barns, farm outbuildings or other buildings/structures used for agricultural purposes _____ YES _____ NO
If YES, then most provisions of the Clay County zoning regulations DO NOT APPLY to agricultural properties.

Size of Lot _____ X _____ Front Width _____ Rear Width _____

Structure will be set back _____ feet from FRONT lot line

Structure will be set back _____ feet from REAR lot line

Structure will be set back _____ feet from _____ SIDE lot line

Structure will be set back _____ feet from _____ SIDE lot line

Structure will be set back _____ feet from nearest structure/building (occupied or unoccupied dwellings)

Present Land Use: _____ Proposed Land Use: _____

PLEASE CONTINUE ON THE BACK PAGE

SITE PLAN:

Application for a compliance/building permit will be accompanied by a detailed site plan. A site plan and other such plans or manufacturer’s specifications shall show the dimensions, arrangements, descriptive data, site layout and information essential to an understanding of the use/construction of the proposed building or structure. Site plans should include at a minimum:

- Dimensions of the plat of land and total area.
- Property boundary lines and distances of the new structure from the property lines.
- The proposed location, size, shape and type of all buildings or structures.
- The total square feet of all proposed buildings, both individually and collectively.
- The location of wells and septic systems.
- Parking areas, number of parking spaces proposed and type of surfacing to be used.
- Walkways, driveways, lighting, walls, fences, signs, monuments, and other man-made features.

Other considerations pertinent to the proposed use may be requested by the Zoning Administrator.

ZONING COMPLIANCE PERMIT FEES:

Zoning Permit review of all zoning compliance permit applications will be \$50 (ag is exempt) to cover administrative fees for review of the permit to comply with provisions of Clay County Zoning Ordinance and to ensure safety and floodplain concerns as well. Permit fees are to be paid at the time the permit application is submitted to Clay County.

Applicant is hereby advised to consult with creditors, insurance carriers, etc. for insurance coverage, etc. if permit application is not obtained.

REQUIRED COUNTY PERMITS OTHER THAN ZONING:

For Well and Septic Permits, please contact Tammy McKeever, County Sanitarian, at (712) 262-8165. Well Permits are \$100, Septic Tank Permits are \$100, and there are no exemptions for Ag related uses.

For E911 Address Sign Permits, Utilities Permits, Driveway and Field Entrance Permits, and Right-of-Way Encroachment Permits, please contact Scott Rinehart, County Engineer at (712) 262-2825.

The undersigned applicant, by signature, indicates his/her agreement to the conditions outlined in this permit, and to adhere to the Clay County Zoning Regulations. The applicant also acknowledges understanding and agreement of:

That this permit is valid ONLY for the project as presented to and approved by Clay County; AND that any changes made to either the site plan submitted or the construction/improvement/usage authorized by this permit must be reviewed by Clay County for compliance and authorization prior to commencement of construction; AND that it is the intent of the applicant to build the structure(s) noted on this form in accordance with the plan(s) submitted for the usage(s) indicated; AND that ANY unauthorized changes to the approved plan, usage noted, or to the parcel /land/site plan as presented renders this permit null and void.

Approval of a Zoning Compliance Permit shall be valid for a period no longer than 90 days if substantial beginning has not been made on the construction of the use applied for; and the permit shall be void if the use applied for is not complete within 1 year of the approval of such permit, unless an extension has been obtained from the Zoning Administrator.

Applicant / Owner / Developer Signature (or Authorized Representative)

Date

CLAY COUNTY ZONING ADMINISTRATOR APPROVAL:

This application and site plan presented by the applicant have been reviewed for compliance with the Clay County Zoning Ordinance and is determined to be in compliance with the regulations.

This permit application is: **Approved** **Denied**
as presented on the date:

Signed: _____ **Zoning Administrator**

Copy Sent to County Assessor on:

Copy Sent to Applicant on:

Zoning Permit Fee Paid: **Yes** **No**

PERMIT NO. _____

