Zoning/Building Permit

SITE PLAN NOTICE:

Certain proposed projects are required to obtain Planning Commission approval of a site plan prior to issuance of a construction permit, as required by Section 726 of the City of Atchison Zoning Regulations. The City will determine whether site plan approval is required as part of the zoning review process.

Permit Number: _____

Permit Fee: _____

A. Contact Information

Property Owner: _____

Property Owner Phone: _____ Property Owner Email: _____

General Contractor: _____

General Contractor Phone: _____ General Contractor Email: _____

Electrician*: _____

Electrician Phone: _____ Electrician Email: _____

Plumber*: _____

Plumber Phone: _____ Plumber Email: _____

Architect: _____

Architect Phone: _____ Architect Email: _____

*Must be licensed in the City of Atchison

B. Project Information

Property Address: _____

Legal Description: _____

Estimated Fair Market Value of Property: _____

Vaulation of Work: _____

Type of Project:

- ☐ New Structrue
- ☐ Addition
- ☐ Repair/Remodel
- ☐ Electirical
- ☐ Fence
- ☐ Sign
- ☐ Roof
- ☐ Other: _____
- ☐ Demolition
- ☐ Plumbing

Estimated Start Date: _____

Estimated Completation Date : _____

Description of Proposed Work: Attach additional sheets if needed.

C. Applicant Certification

I certify that the information provided on this form and the accompanying plans is true and accurate to the best of my knowledge. I understand that approval of this Zoning Prerequisite confirms compliance with applicable zoning requirements only and does not constitute approval of a construction permit, floodplain determination, site plan, or other applicable requirements. Upon approval of this form, the applicant is responsible for completing all other applicable requirements and obtaining any additional approvals prior to proceeding with the project.

Applicant Name: _____

Signature: _____

Date: _____

ZONING REVIEW — STAFF USE ONLY

A. Property/Zoning Verification

Zoning Review Required ☐ Yes ☐ No

Zoning District: _____ **Overlay District(s), if applicable:** _____

☐ Platted prior to December 1, 1943 ☐ Platted on or after December 1, 1943

☐ Conforming Lot ☐ Nonconforming Lot

Existing Use: _____ **Proposed Use:** _____

B. Use Review

Proposed Use Status:

☐ Permitted Use (P) ☐ Temporary Use (T) ☐ Conditional Use (C) ☐ Accessory Use (A)

☐ Nonconforming Use

C. Zoning/Bulk Requirements

Requirement	Required	Proposed	Compliant
Minimum Lot Area			☐ Yes ☐ No ☐ N/A
Minimum Lot Width			☐ Yes ☐ No ☐ N/A
Front Yard Setback			☐ Yes ☐ No ☐ N/A
Side Yard — Left			☐ Yes ☐ No ☐ N/A
Side Yard — Right			☐ Yes ☐ No ☐ N/A
Rear Yard Setback			☐ Yes ☐ No ☐ N/A
Setback Between Principal and Accessory Structure			☐ Yes ☐ No ☐ N/A
Maximum Building Height			☐ Yes ☐ No ☐ N/A
Maximum Building Area / Lot Coverage			☐ Yes ☐ No ☐ N/A
Required Parking			☐ Yes ☐ No ☐ N/A

ZONING REVIEW — STAFF USE ONLY

D. Site Plan Review

Site Plan Required? ☐ **Yes** ☐ **No**

Planning Commission Approval Date: _____

Case No: _____

Plot plan is consistent with approved site plan. **Yes** ☐ **No** ☐

E. Additional Approvals Required

☐ **None** ☐ **Conditional Use Permit** ☐ **Floodplain Review**

☐ **Historic Preservation Review** ☐ **Other:** _____

F. Zoning Determination

ZONING DETERMINATION
☐ **ZONING COMPLIES** – The proposed project complies with all applicable zoning requirements. The applicant may proceed with the construction permit application.
☐ **ZONING COMPLIES – ADDITIONAL REQUIREMENTS MUST BE MET** – The proposed project complies with applicable zoning requirements; however, additional required approvals, reviews, or conditions must be completed prior to application for a construction permit. See below.
☐ **ZONING DOES NOT COMPLY** – See below.

Conditions / Comments:

Approval

Approval Type	Reviewed by	Title	Signature	Approval Date	Approval Expiration Date
Zoning Permit					
Building Permit					

Both Zoning & Building Permit Approval is null and void if the authorized work is not commenced within 180 days, or suspended or abandoned for a period of 180 days at any times after work commences. 2003 INTERNATIONAL BUILDING CODE, SEC 108.1, PAYMENT OF FEES: "A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any has been paid."

Project Completion Date: _____