

# APPLICATION FOR ZONING PERMIT & CONDITIONAL PERMIT

City of Crofton Planning and Zoning Commission (5/1/2017)

## For city office use only

Permit # \_\_\_\_\_ Date Filed \_\_\_\_\_ Fee \_\_\_\_\_ Receipt# \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Zoning/District \_\_\_\_\_ Flood plain \_\_\_\_\_  
Is it a Zoning Permit? \_\_\_\_\_ Is it a Conditional Use? \_\_\_\_\_  
Are City water and sewer connections required? \_\_\_\_\_ Are sidewalks required? \_\_\_\_\_  
Are electrical, phone or gas connections required? \_\_\_\_\_ Will building be occupied? \_\_\_\_\_

### In addition to completing this form, the applicant must provide the following:

1. A site plan fully dimensioned showing existing parking, buildings location and size and the location of the proposed structure. Site plan must show setbacks from property boundaries and size of lot.
2. Any other information requested by the Zoning Administrator, City Maintenance and City Police necessary to evaluate the proposed application.

Note: Zoning Permits and Conditional Permit uses are regulated by the City of Crofton Planning and Zoning Ordinance and City Ordinances. Any use receiving a permit must comply with the site regulations for the zoning district it is located within and comply with all applicable ordinances.

## To be completed by Applicant

Property Owners \_\_\_\_\_  
(Name) (Address) (Phone)

Applicant \_\_\_\_\_  
(Indicate self if owner of property) (Name) (Address) (Phone)

General Location Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Contractor \_\_\_\_\_  
(Name) (Phone) (If applicant is acting as the general contractor indicate "self")

### Notes:

- 1) Building permits will expire 6 months from the issue date. Extensions may be requested if required.
- 2) All construction shall include the placement of sidewalks along city streets where applicable.
- 3) A verification of lot lines shall be required before a building permit is issued for any new residence or principal industrial and/or commercial structure.
- 4) Fences can be erected where allowable, barring no easement issues, but must remain 1 foot off of the property line. When a property line is in question, a survey may be necessary to determine placement.  
EXCEPTION\*\*\*Fences used to house pets-example a kennel-must remain 10 feet from the property line.
- 5) Diggers Hotline must be called to locate all utilities.
- 6) Projects started or completed without a building permit is subject to a penalty of 10% of the estimated cost. In addition, removal of the structure to meet codes may be added.
- 7) To assist the P&Z Commission, mark the proposed structure out with stakes/ flags when requested.
- 8) A site drawing or plot must be submitted with this application, showing size, shape and placement of the building or structure to be constructed in reference to existing buildings and adjoining property lines.
- 9) Crofton City Zoning Regulations can be reviewed at city office or <http://www.crofton-nebraska.com/web/>
- 10) No rough-in inspections will be conducted on any commercial projects until plans for such project have been reviewed and approved by the State Fire Marshal and a rough-in inspection conducted and signed off by the respective entities (State Fire Marshal and/or State Electrical Inspector).
- 11) Architectural plans must be submitted with the application for all new occupied residential and commercial buildings.
- 12) Application for Zoning Permit is not a Variance.

**To be completed by Applicant:**

Type of Improvement: New \_\_\_ Relocation \_\_\_ Addition \_\_\_ Repair \_\_\_ Demolish \_\_\_ Other \_\_\_\_\_

Site Improvement: Fence \_\_\_ Retaining Wall \_\_\_ Driveway/sidewalk \_\_\_ Patio/deck \_\_\_ Other \_\_\_\_\_

Accessory Buildings: Garage \_\_\_ Utility shed \_\_\_ Other \_\_\_\_\_

Residential: House \_\_\_ Rental \_\_\_ Multiple family dwelling \_\_\_ Other \_\_\_\_\_

Commercial: Retail \_\_\_ Agriculture \_\_\_ Industrial \_\_\_ Service \_\_\_ Public Use \_\_\_\_\_ Other Use \_\_\_\_\_

Ownership: Private (individual, corporation, nonprofit, etc.) \_\_\_ Public (Federal, State, or local government) \_\_\_

Cost: Cost of Improvements \$ \_\_\_\_\_

Size of building: Height \_\_\_\_\_ Width and Length \_\_\_\_\_ Total Square Feet \_\_\_\_\_

Describe in detail the proposed use of the building: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Foundation Type: Floating Slab \_\_\_ Trenched Footings \_\_\_ T-Foundation \_\_\_ Other/describe \_\_\_\_\_

Roofing material: Composite Asphalt \_\_\_ Asphalt roll \_\_\_ Membrane \_\_\_ Residential Steel \_\_\_ Other \_\_\_\_\_

Roof Design: Gable \_\_\_ Gambrel \_\_\_ Hip \_\_\_ Shed \_\_\_ Other \_\_\_\_\_

Fences: Type of material and design \_\_\_\_\_

Type of Frame: Masonry \_\_\_ Steel \_\_\_ Wood \_\_\_ Reinforced Concrete \_\_\_\_\_ Other \_\_\_\_\_

Facade: Masonry/brick \_\_\_ Lap Siding \_\_\_ Tongue and groove \_\_\_ Wood sheet \_\_\_ Residential Steel \_\_\_ Other \_\_\_\_\_

Principal Type of Heating Fuel: Gas \_\_\_ Oil \_\_\_ Electricity \_\_\_ Geothermal \_\_\_ NA \_\_\_ Other \_\_\_\_\_

Type of Sewage Disposal: Public \_\_\_ Private (septic tank, etc.) \_\_\_ NA \_\_\_

Type of Water Supply: Public \_\_\_ Private (well) \_\_\_ NA \_\_\_

Mechanical systems: Central air conditioning \_\_\_ Elevator \_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

**For city office use only:**

**Planning and Zoning Section:**

\_\_\_\_\_ The permit use complies with the site regulations for the zoning district

\_\_\_\_\_ The city maintenance has reviewed the application.

\_\_\_\_\_ The city police has reviewed for proposed parking and circulation for safe access to the site

(  ) Denied, Explanation \_\_\_\_\_

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(  ) Approved, Special conditional requirements \_\_\_\_\_

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\_\_\_\_\_  
(Signature of Cedar-Knox Public Power District Rep) (Date)

\_\_\_\_\_  
(Signature of Great Plains Communications Rep) (Date)

\_\_\_\_\_  
(Signature of Black Hills Energy Rep) (Date)

\_\_\_\_\_  
(Signature of City Maintenance) (Date)

\_\_\_\_\_  
(Signature of Zoning Administrator) (Date)

\_\_\_\_\_  
(Signature of City Council Consignee) (Date)

Construction Completion Date \_\_\_\_\_

**Site Plan**  
**To be provided by applicant with application**

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