



City of Sheldon

Zoning Permit Application

PERMIT MUST BE FILLED OUT IN ITS ENTIRETY OR IT WILL BE RETURNED

CITY CODE, CHAPTER 23.3, ZONING PERMITS REQUIRED: "NO BUILDING OR OTHER STRUCTURE SHALL BE ERECTED, MOVED, REMODELED OR ADDED TO, WITHOUT A ZONING PERMIT THEREFORE ISSUED BY THE ZONING ADMINISTRATOR. NO PERMIT SHALL BE ISSUED EXCEPT IN CONFORMITY WITH THE PROVISIONS OF THIS CHAPTER, EXCEPT BY WRITTEN ORDER BY THE BOARD OF ADJUSTMENT."

PROPERTY OWNER INFORMATION

Name: _____ Cell Phone: _____

Address: _____

Address of Proposed Work: _____

Email: _____

APPLICANT (If other than PROPERTY OWNER)

Name: _____ Cell Phone: _____

Address: _____

Email: _____

Builder: ☐ Contractor: ☐ Design Professional: ☐ _____

SPECIAL NOTE: THE LOCATION OF PROPERTY LINES & EASEMENTS IS THE SOLE RESPONSIBILITY OF THE PROPERTY OWNER. THE CITY OF SHELDON DOES NOT AND WILL NOT LOCATE PROPERTY LINES OR EASEMENTS. THE CITY ACTS ON INFORMATION PROVIDED ON THIS FORM. INACCURATE INFORMATION ON THIS FORM CAN RESULT IN PERMIT NON-ISSUANCE, REVOCATION, AND/OR LEGAL ACTION. IT IS HIGHLY RECOMMENDED A LICENSED LAND SURVEYOR BE USED TO ESTABLISH THE LOCATION OF PROPERTY LINES. I UNDERSTAND THAT IF ANY CONSTRUCTION OR PLANTINGS OCCUR IN EASEMENTS, AND IT IS NECESSARY FOR THE CITY OR UTILITY COMPANY TO ACCESS SUCH EASEMENT, NO COMPENSATION SHALL BE GIVEN FOR SUCH DISTURBANCE.

YARD MEASUREMENTS (Setback Distances from Property Lines, NOT STREETS)

Please do not mark with X's. Must be measurements (in feet) from the property lines

Front Yard (from proposed building/structure to front lot line) _____ ft. Right Side to side property line _____ ft. (as applicable)

Rear Yard (from proposed building/structure to rear lot line) _____ ft. Left Side to side property line _____ ft. (as applicable)

DETAILED DESCRIPTION OF PROJECT

What do you want to build? Describe in detail: _____

CONSTRUCTION INFORMATION

Est. Start Date: _____ Est. Completion Date: _____ Project Cost: \$ _____ Zoning Designation: _____

General Contractor (Name, Phone & Email): _____

Plumbing (Name, Phone & Email): _____

Electrical (Name, Phone & Email): _____

Excavating (Name, Phone & Email): _____

For New Construction/Building Addition/Accessory Building (garages/sheds) Projects:

Size of Bldg./Structure: _____ ft. X _____ ft. Height of Bldg./Structure: _____ ft. Foundation Depth _____ ft. Number of Parking Stalls: _____

For Fence/Wall/Retaining Wall Projects:

Location: _____ Front Yard _____ Rear Yard _____ Side Yard Height: _____ ft. Length: _____ ft. Width: _____ ft. Distance to property line: _____ ft.

For Deck/Patio/Steps/Ramp Projects:

Location: _____ Front Yard _____ Rear Yard _____ Side Yard Height: _____ ft. Length: _____ ft. Width: _____ ft. Distance to property line: _____ ft.

TYPE OF CONSTRUCTION OR PROJECT Check ALL that Apply:

____ New Construction ____ Bldg. Addition ____ Accessory Bldg. (shed/garage) ____ Demolition ____ Moving ____ Fence

____ Residential ____ Commercial ____ Industrial ____ Recreational ____ Government/Public ____ Egress Window

____ Single Family Dwelling ____ Duplex Dwelling ____ Multi-Family Dwelling ____ Other Project: _____

DESCRIPTION OF BUILDING MATERIALS Check ALL That Apply:

____ Wood Frame ____ Metal Frame ____ Concrete ____ Stone or Brick (Real or Veneer) ____ Wood Siding ____ Metal Siding ____ Vinyl Siding

____ Other Building Materials: _____ Building materials for fences: _____

Roofing Materials: ____ Asphalt ____ Metal (non-corrugated) ____ Metal Shingle ____ Membrane (flat roof) ____ Other: _____



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SITE PLAN REQUIREMENTS

____ **SITE PLAN ATTACHED WITH THIS APPLICATION** (check for attached site plan prepared as specified below)

New construction single family residential, multiple family residential, civic, commercial, and industrial projects **should provide architectural drawings, property survey or plot plan** along with the application. Smaller project site plans should include:

- ✓ Draw the lot showing lot measurements. Lot measurements may be obtained from the O'Brien County Assessor's website. Please see: <https://maps.camavision.com/obrienia> Note: Curb line is NOT the front property line. Where a sidewalk exists, the front property line is typically (not always) the inside edge of the sidewalk. It is the property owner's responsibility to locate property lines.
- ✓ Show all existing and proposed new buildings or structures with dimensions of all new building or structures
- ✓ Show the distance between all existing and proposed buildings and the nearest lot or property lines
- ✓ Label adjacent streets and indicate alleys and easements as applicable. Use directional arrow to indicate north.
- ✓ The city reserves the right to require additional information necessary to review the proposed project.

CHECKLIST

- ____ Is the application filled out in its entirety and accurately
- ____ Is a site plan, survey, or drawings & images provided of the project
- ____ Is the project located in a floodplain that would otherwise require additional review
- ____ For new construction, have you paid the water/sewer connection fees to the city
- ____ For new construction, will a new sidewalk be installed or sidewalk repaired if already existing
(See Sec. 16.6 of the Zoning Code and Sec. 136.08 of the City Code for sidewalk requirements)

ADDITIONAL INFORMATION/DISCLOSURE:

RETURN COMPLETED AND SIGNED APPLICATION TO THE SHELTON COMMUNITY SERVICES CENTER AT 416 9TH STREET. PERMIT EXPIRES ONE (1) YEAR AFTER ISSUE DATE. AFTER ONE YEAR, A NEW PERMIT APPLICATION IS REQUIRED. THE ZONING PERMIT FEE IS SET BY RESOLUTION OF THE CITY COUNCIL AND PAYABLE WHEN THE PERMIT IS ISSUED. **PERMIT FEE SHALL DOUBLE IF CONSTRUCTION STARTS BEFORE THE PERMIT IS APPROVED.** IT IS THE APPLICANT'S RESPONSIBILITY TO NOTIFY IOWA ONE-CALL (1-800-292-8989 OR 811) BEFORE ANY EXCAVATION BEGINS. ALL NEW CONSTRUCTION REQUIRES INSTALLATION OF SIDEWALK ABUTTING PUBLIC ROADWAYS IN SHELTON. AS PER CITY CODE. THIS STIPULATION DOES NOT APPLY IF SIDEWALKS ALREADY EXIST. FAILURE TO CONSTRUCT SIDEWALKS WILL RESULT IN LEGAL ACTION. IT IS THE APPLICANT'S RESPONSIBILITY TO DETERMINE IF ANY SUBDIVISION COVENANTS, DEED RESTRICTIONS, OR EASEMENTS AFFECT THE PROJECT. ABSOLUTELY NO PERMIT WILL BE ISSUED ON THE SPOT. THE ZONING ADMINISTRATOR MAY REQUIRE A CONFERENCE BEFORE ISSUANCE.

ACKNOWLEDGEMENT & SIGNATURE

The applicant, by signing, acknowledges and agrees to the conditions of this permit; and that the provisions of the Sheldon Zoning and Subdivision Ordinances and Sheldon Code of Ordinances may be applicable to the submitted project. I hereby will defend, indemnify, protect, and hold harmless the City of Sheldon and its employees from any and all liability from any claim or cause of action which any person may claim to have by reason of any actual or alleged failure on the part of the undersigned applicant to comply with the terms and provisions thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true, and correct. All laws and ordinances governing this type of work shall be adhered to whether specified herein or not. I agree and will provide notification of any change prior to construction. The granting of this permit does not presume to give authority to violate or cancel the provision of any other state or local laws regulating construction. This permit allows construction of the proposed building/structure as noted on this application and any submitted documentation. Any unauthorized change to approved permit and plans, or use of property, as presented will render this permit null and void.

Signed: _____ Date: _____
Property Owner

Signed: _____ Date: _____
Contractor, Applicant, or other Authorized Representative (if Owner is not completing the work)

CITY OFFICE USE ONLY

Reviewed by: _____ Date: _____
Zoning Administrator or Authorized Representative

Approved by: _____ Date: _____
City of Sheldon Authorized Representative

Approved ☐ Denied ☐ Conditional Approval ☐ - if conditional approval, conditions required:

Review comments: _____

Permit Request Requires: Variance ☐ Conditional Use ☐ Change of Zoning Classification ☐

If required, forwarded to P&Z or Board of Adjustment on: _____ (date)

CITY OFFICE USE ONLY

Lot Size (sq.ft.): _____ Zoning District: _____

Legal Description (lot, block, subdivision): _____

Required Yard Setbacks (by Ordinance)

Front: _____ Side: _____

Rear: _____ Side: _____

Permit Fees: \$ _____ Date Paid: _____

Diagram illustrating the required yard areas and setbacks for a building. The diagram shows a lot with a "Rear Lot Line" at the top and a "Front Lot Line (Street Line)" at the bottom. The "Street Right-of-Way" is indicated below the front lot line. The lot is divided into "Rear Yard Area" and "Front Yard Area". The "Required Yard Areas" are shown as shaded regions. The "Buildable Area" is the area within the lot where a building can be constructed. The "Building Coverage of Principal Use Building" is shown as a large rectangle. The "Attached Garage" is shown as a smaller rectangle attached to the side of the building. The "Detached Accessory Bldg." is shown as a small rectangle in the rear yard. The "Side Yard Area" is the area between the building and the side lot line. The "Required Side Yard Setback" is the minimum distance between the building and the side lot line. The "Required Front Yard Setback" is the minimum distance between the building and the front lot line. The "Roofline to the fascia including the eaves (exclusive of gutters)" is the height of the building. The "Property Lines or Lot Lines" are the boundaries of the lot.