

Phone: 785 549-3447

COST: See Fee Schedule

Date paid: \_\_\_\_\_

Amount Paid \_\_\_\_\_

CITY OF MELVERN, KANSAS

APPLICATION FOR BUILDING/STRUCTURE PERMIT

**\*\*NOTICE** There is a mandatory 10 day waiting period from the date of approval.  
Do not begin any construction or installing of any structure until that time.

Presented by: \_\_\_\_\_  
Name (type or print) Address Phone

Address of proposed structure: \_\_\_\_\_ Zoned as: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_  
(This information is on \_\_\_\_\_  
your abstract, your tax \_\_\_\_\_  
statement, or available at the Register of Deeds).

Note: Property owner or applicant is responsible for submitting accurate information. The City does NOT certify boundary lines: applications are approved based on measurements provided.

For new construction \_\_\_\_\_ the placement \_\_\_\_\_ the alteration \_\_\_\_\_ the demolition \_\_\_\_\_ of:

TYPE OF STRUCTURE

- \_\_\_\_\_ Single Family Dwelling                      \_\_\_\_\_ Multiple Family Dwelling
- \_\_\_\_\_ Manufactured House                      \_\_\_\_\_ Modular
- \_\_\_\_\_ Manufactured House Residential Design
- \_\_\_\_\_ Garage      \_\_\_\_\_ Utility Shed      \_\_\_\_\_ Patio      \_\_\_\_\_ Sidewalk      \_\_\_\_\_ Porch
- \_\_\_\_\_ Other Explain: \_\_\_\_\_

Proposed use for property: \_\_\_\_\_

SETBACKS: Is the location a corner lot?    Yes \_\_\_\_\_    No \_\_\_\_\_  
\_\_\_\_\_ feet from the front property line (R-1, R-2, R-3: 25' from property line)  
\_\_\_\_\_ feet from side yard property line (R-1, R-2, R-3: minimum of 8' from  
\_\_\_\_\_ feet from side yard property line      property lines)  
\_\_\_\_\_ feet from back property line (R-1,R-2, R-3: 10' from property line)

Is property located in the floodplain area?    Yes \_\_\_\_\_    No \_\_\_\_\_

ATTACH a separate sheet showing structure dimensions and location on the lot. Indicate all setbacks, public or Private easements, height of structure, and parking (if applicable). The property owner agent is responsible for the Accuracy and verification of all dimensions given, as well as any legal surveying if needed.

Is NEW SEWER installation or tap required? \_\_\_\_\_

Will installation of utility lines require crossing a street or alley to reach the nearest point to hook on? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, complete required forms and pay fee. **\*\*Please note INSPECTION requirements\*\***

SITE PLANS are required for R-3, C-1, C-2, I-2, M/H-P, or any commercial construction, if the project exceeds \$10,000 or expansion of more than 25% in floor space. See Article XXI. The Building Inspector reviews site plans and makes recommendation to the Planning Commission for final approval.

APPLICATION FOR BUILDING PERMIT

PAGE 2 of 2

Estimate of Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

- FEES:**
- \$50 A-L, R-1, and R-2, Signs, and Existing Residential in C-2
  - \$50 Special Use Permit
  - \$50 R-3, F-P, C-1, C-2, I-2, M/H-P
  - \$50 Change in Zoning District
  - \$50 Appeal to the Zoning Appeals Board
- Utility Fees – refer to Application for Utility Service

**NOTE:** This Application/Permit Expires one year after  
 Date of Issuance unless project is started  
 Within six months of approval.

\_\_\_\_\_  
 Signature of Application/Property Owner

**-BELOW SECTION FOR CITY USE ONLY-**

COMMENTS of Building Inspector: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
 Building Inspector

Date Referred to Planning Commission: \_\_\_\_\_  
 (Planning Commission meets the 4<sup>th</sup> Monday of each month).

Date Reviewed by Planning Commission: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Planning Commission Chairperson

\_\_\_\_\_  
 Planning Commission Member

Planning Commission Members

- Should this application not be approved, you have the right to file a request for hearing before the Board Zoning Appeals to consider a variance.
- See Article XXIV, or contact the City Clerk’s Office for procedure



**Drawing must Include: Lot Size, All Existing Structure Sizes, New Structure Size & Set Backs**