

**Directions for filling out zoning/building permit application
for the unincorporated portion of Webster County.**

- 1) When do you need a permit? You need one when a) building a new building/moving a building onto property, b) changing the shape of an existing building (addition), or c) planning to use the property differently from how it is being used.
- 2) A separate application is used for home occupations and signs, which may be obtained from the Zoning Administrator.
- 3) Applications should be turned in at least 10 days prior to planned beginning of construction.
- 4) Permit fee must be paid before permit will be approved. Contact Zoning Administrator to find out what fee will be. Fee must be mailed/delivered to Zoning Administrator's office but must be written out to the Treasurer of Webster County.
- 5) A copy of the deed and/or plat of survey for the property may be requested by the Zoning Administrator.
- 6) There are 27 questions on the building permit application, which must be answered unless they do not apply to your situation. The following addresses typical questions asked about the building permit application:
 - a) If you are the owner of the property, check listed owner in question 1. If you are the applicant, check applicant.
 - b) Enter your mailing address in question 3. This is the address where approved permits will be mailed.
 - c) Enter telephone number in question 4 where you can be reached during the day if the Zoning Administrator has any questions about the application.
 - d) If you checked listed owner in question 1, you may skip question 6 through 8. If you are not the listed owner, then questions 6 through 8 must be answered.
 - e) For question 10, enter the size of the property. Keep in mind there are minimum lot area and width requirements for building a new home or main structure on a vacant lot.
 - i) Minimum acres required is as follows by zoning district:

(1) Agricultural A-1	40 acres or 2 acres <u>if</u> building house on abandoned farmstead.
(2) Agricultural A-2	2 acres or 1 acre <u>if</u> average corn suitability rating is below 65.
(3) Residential R-1	10,000 square feet subject to review by Webster County Sanitarian
(4) Commercial C-1	1 acre
(5) Industrial I-1	1 acre
 - ii) Minimum lot width is 100 feet.
 - f) Enter when you plan to start construction in question 24. Keep in mind Zoning Administrator has up to 10 days to review applications.
 - g) Draw sketch of your property in space provided under question 26 or attach additional sheet. Must provide distance in feet from building to property lines.
 - h) Keep in mind there are minimum set backs for proposed buildings (The set backs listed below are for properties fronting one street only. If the property has frontage on more than one street, please contact the Zoning Administrator for the proper set backs).
 - i) Main building (For example, a house) must meet minimum set backs as follows:
 - (1) 25 feet from front property line (The front property line for properties which have frontage on public roads is the adjacent road right of way line).
 - (2) 25 feet from rear property line.
 - (3) 10 feet from side property lines.
 - ii) Accessory buildings (for example, a shed or detached garage. Garages attached to main structure must meet set back criteria for main buildings.)
 - (1) 25 feet from front property line (The front property line for properties which have frontage on public roads is the adjacent road right of way line).
 - (2) 10 feet from rear property line.
 - (3) 10 feet from side property lines.
 - i) Applicant must sign permit on space provided under question 27.

Example Sketch

