



# TOWN OF PINE BLUFFS

## APPLICATION FOR PERMIT TO CONSTRUCT

PERMIT NO. \_\_\_\_\_

|                      |            |                       |
|----------------------|------------|-----------------------|
| PROPERTY OWNER _____ | PH. _____  | EMAIL _____           |
| ADDRESS _____        | CITY _____ | STATE _____ ZIP _____ |
| CONTRACTOR _____     | PH. _____  | LIC NO. _____         |
| ADDRESS _____        | CITY _____ | STATE _____ ZIP _____ |

**PROPERTY DESCRIPTION**

JOB ADDRESS \_\_\_\_\_ ZONE \_\_\_\_\_ RESIDENTIAL  MULTI FAMILY  COMMERCIAL  INDUSTRIAL

**CONSTRUCTION INFORMATION**

GROSS SQUARE FOOTAGE \_\_\_\_\_ DISTANCE FROM OTHER BUILDING(S) ON PROPERTY \_\_\_\_\_

|                      |   |  |
|----------------------|---|--|
| <b>SETBACKS</b>      | <b>UTILITIES REQUESTED</b>  |  |
| FR _____ BK _____    | CONNECTION TO EXISTING <input type="checkbox"/> ELECTRIC <input type="checkbox"/> WATER ¾" <input type="checkbox"/> WATER 1" <input type="checkbox"/> SEWER |  |
| L _____ R _____      | NEW UTILITY CONNECTION <input type="checkbox"/> ELECTRIC <input type="checkbox"/> WATER ¾" <input type="checkbox"/> WATER 1" <input type="checkbox"/> SEWER |  |
| OVERALL HEIGHT _____ |   |  |

**DESCRIPTION OF WORK:** \_\_\_\_\_  
(A DETAILED DRAWING MUST BE INCLUDED ILLUSTRATING LOCATION, SETBACKS, AND DISTANCES; A SITE PLAN IS REQUIRED FOR NEW CONSTRUCTION)

**VALUATION OF WORK:** \$

APPLICATION IS HEREBY MADE TO OBTAIN A PERMIT TO CONSTRUCT AS INDICATED. I CERTIFY THAT NO WORK HAS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT AND ALL WORK WILL BE PERFORMED IN COMPLIANCE WITH ALL CODES AND ORDINANCES REGULATING CONSTRUCTION. IT IS THE OWNER OR CONTRACTOR'S RESPONSIBILITY TO COMPLY WITH THE PROVISIONS OF TOWN OF PINE BLUFFS ORDINANCE CHAPTER 20, ARTICLE 10, SECTION 1103; THIS PERMIT IS IN EFFECT FOR THREE (3) MONTHS AFTER APPROVAL UNLESS, PRIOR TO THAT TIME, THE BUILDING HAS COMMENCED, AND THE PERMIT SHALL REMAIN VALID FOR ONE YEAR FROM THE DATE OF COMMENCEMENT. NO EXCAVATIONS SHALL COMMENCE ON ANY STREET, ALLEY, RIGHT-OF-WAY OR UTILITY EASEMENT WITHOUT FIRST OBTAINING INFORMATION REGARDING THE LOCATION OF BURIED GAS OR ELECTRICAL UTILITY LINES. SUCH INFORMATION MAY BE REQUESTED BY CONTACTING ONE-CALL OF WYOMING AT 811 or (800)849-2476; A MINIMUM 48 HOUR NOTICE IS REQUIRED FOR UNDERGROUND LINE LOCATION SERVICES. FAILURE TO START YOUR PROJECT MAY RESULT IN YOU PAYING TWICE FOR PERMIT FEES; IF YOU INTEND TO OBTAIN FINANCING, YOU SHOULD CONSULT WITH YOUR LENDER OR LEGAL ADVISOR BEFORE OBTAINING YOUR PERMIT. THIS PERMIT IS VOID IF WORK IS NOT COMMENCED WITHIN 90 DAYS AND WILL EXPIRE BY TIME LIMITATION IF THE WORK IS ABANDONED FOR 180 DAYS OR MORE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

|   |          |
|---|----------|
| <b>FEES</b>   |          |
| PERMIT FEE<br><small>\$30 for up to \$5,000 project cost<br/>Plus \$1.00 per thousand for projects &gt; \$5,000</small> | \$ _____ |
| TOWN INSPECTOR FEE<br><small>\$30.00</small>  | \$ _____ |
| ELECTRIC CONNECTION<br><small>\$500.00 to existing service; no upgrades/changes</small>                                 | \$ _____ |
| SEWER CONNECTION<br><small>\$500.00 to existing service; no upgrades/changes</small>                                    | \$ _____ |
| WATER CONNECTION<br><small>\$1,200 (¾") or \$1,600 (1") to existing service</small>                                     | \$ _____ |
| SERVICE UPGRADES<br><small>Cost varies; provided in estimate/quote</small>  | \$ _____ |
| NEW SERVICE<br><small>Cost varies; provided in estimate/quote</small>   | \$ _____ |
| <b>TOTAL</b>  | \$ _____ |

|                              |                              |
|------------------------------|------------------------------|
| <b>REVIEWS</b>               |                              |
| ZONING/PUBLIC WORKS REVIEW   | _____                        |
| APPROVED    YES    NO        | <small>Initials/Date</small> |
| TOWN COUNCIL REVIEW/APPROVAL | _____                        |
| APPROVED    YES    NO        | <small>Initials/Date</small> |
| PAYMENT RECEIVED             | _____                        |
| <small>Initials/Date</small> |                              |
| LOGGED WITH INSPECTOR        | _____                        |
| <small>Initials/Date</small> |                              |
| % PROJECT REVIEW             | _____                        |
| <small>Initials/Date</small> |                              |
| FINAL PROJECT REVIEW         | _____                        |
| <small>Initials/Date</small> |                              |

APPLICATION FOR PERMIT TO CONSTRUCT  
GENERAL INSTRUCTIONS & REQUIREMENTS

GENERAL INSTRUCTIONS

- The application must be complete to include square footage, distances, setbacks, project descriptions, project cost, etc. **Incomplete applications will not be submitted for review.**
- Applications must be received at the Town Hall no later than 4:00 PM on the Thursday prior to regular Town Council Meetings. Meetings are held on the first and third Monday of each month.
- A detailed drawing must be included with your application illustrating location, setbacks, and distances of all additions. A site plan is required for new construction.
- No construction may begin until the application is approved.

ZONING REQUIREMENTS

|                                |   |
|--------------------------------|---|
| <p>ZONE A:<br/>RESIDENTIAL</p> | <ul style="list-style-type: none"> <li>▪ Main Structure:</li> <li>▪ Minimum SF: 1,000 of living floor space</li> <li>▪ Maximum Height: 35 feet</li> <li>▪ Yards Required on all sides</li> <li>▪ Minimum front setback: 20 feet from back of curb</li> <li>▪ Minimum rear setback: 25 feet</li> <li>▪ Side setback: 6 feet on either side</li> <li>▪ Minimum lot area: 7,500 SF</li> <li>▪ Accessory Building(s):</li> <li>▪ Must be within the property line of the alley</li> <li>▪ Must be 6 feet from adjoining property</li> <li>▪ Must be 10 feet from any other building</li> </ul>  |
| <p>ZONE B:<br/>RESIDENTIAL</p> | <ul style="list-style-type: none"> <li>▪ Main Structure:</li> <li>▪ Single Family Minimum SF: 840 SF of living floor space</li> <li>▪ Two-Family Minimum SF: 850 of living floor space</li> <li>▪ Multi-Family Minimum SF: 700 per unit; no more than 4 families</li> <li>▪ Maximum Height: 35 feet</li> <li>▪ Yards Required on all sides</li> <li>▪ Minimum front setback: 20 feet from back of curb</li> <li>▪ Minimum rear setback: 25 feet</li> <li>▪ Side setback: 6 feet on either side</li> <li>▪ Minimum lot area: Single Family 6,000 SF; 2-Family 4,500 SF; Multi-Family 3,500 SF</li> <li>▪ Accessory Building(s):</li> <li>▪ Must be within the property line of the alley</li> <li>▪ Must be 6 feet from adjoining property</li> <li>▪ Must be 10 feet from any other building</li> </ul> |
| <p>ZONE C:<br/>COMMERCIAL</p>  | <ul style="list-style-type: none"> <li>▪ Maximum Height: 40 feet for commercial structures</li> <li>▪ Family dwellings shall conform to all Zone B requirements/setbacks</li> </ul>   |
| <p>ZONE D:<br/>COMEMRCIAL</p>  | <ul style="list-style-type: none"> <li>▪ Maximum Height: 40 feet for commercial structures</li> <li>▪ Family dwellings shall conform to all Zone B requirements/setbacks</li> <li>▪ EXCEPTION: for any structure having its entire frontage on a street located within this district, there shall be no front yard or side yard required</li> </ul>   |
| <p>ZONE E:<br/>INDUSTRIAL</p>  | <ul style="list-style-type: none"> <li>▪ Maximum Height: 50 feet for commercial structures</li> <li>▪ Family dwellings shall conform to all Zone B requirements/setbacks</li> </ul>   |