

# CHASE COUNTY

## CITY OF COTTONWOOD FALLS

### APPLICATION FOR BUILDING/DEMOLITION PERMIT

Date of Application: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Property Owners(s) \_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Block: \_\_\_\_\_, Lot #'s \_\_\_\_\_, Street Frontage \_\_\_\_\_, Average Depth \_\_\_\_\_

Current Zoning \_\_\_\_\_ Proposed Use \_\_\_\_\_

Permit is for : ☐ New Construction, ☐ Room Addition, ☐ Remodel, ☐ Repair, ☐ Demolition,  
☐ Move – If move please specify type; ☐ Mobile Home, ☐ Manufactured Home

Dimensions of Improvement: Overall Width (along street frontage) \_\_\_\_\_,  
Overall Depth (front to back) \_\_\_\_\_

Type of Construction Proposed: ☐ Wood Frame, ☐ Masonry, ☐ Steel, ☐ Other \_\_\_\_\_

Proposed Roofing Material: ☐ Wood, ☐ Composition Shingles, ☐ Fiberglass  
☐ Metal Type/Style \_\_\_\_\_

Proposed Exterior Material: ☐ Masonry – Type \_\_\_\_\_  
☐ Siding – Type/Material \_\_\_\_\_

Estimated Cost of Project: \$ \_\_\_\_\_

**I, the applicant have read and understand the following; Plans and Specifications:** Whenever an application is made for a building permit and the application is not accompanied by detailed written and drawn plans of the proposed building and site, the application shall be denied or deemed on hold until completed with plans furnished. The city clerk, planning commission and/or city council shall have authority to deny or place such application on hold until complete and note the same on the application. If denied, the application will restart. City of Cottonwood Falls Ordinance # 967, Section 3.

**I hereby further agree and bind myself** to construct said structure in accordance with all requirements of the ordinance(s) of the City of Cottonwood Falls, Kansas whether specified or not. I agree that I, or any contractor I hire will call DIG SAFE should this project entail any excavation of any time. I further agree to save the City of Cottonwood Falls, Kansas harmless from any and all cost and damages which may result due to the issuance of this permit. Should the building being considered for construction or demolition be within 500 feet of a historically-designated building, I understand that no construction activity shall commence without written permission from the Kansas State Historical Society. Furthermore, should any work related to this permit impact traffic right-of-way and/or city owned sewer and water lines as addressed in Ordinance No. 907, I acknowledge that I am responsible for repairing any and all damages. In the event that I do not make said required repairs, I understand that the City of Cottonwood Falls may, at their option affect said repairs and charge me for the costs. ***I understand that this permit expires one year from the date issued. I also understand that in the event my project exhibits no activity for a period of 90 days, this permit will become null and void.*** I agree to display Building/Demolition Permit in a way that it is visible from the street at all times.

Further, I agree to hold the City of Cottonwood Falls, Kansas harmless for any and all liability for flooding of the property herein described.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**BUILDING/DEMOLITION PERMIT APPROVAL/DENIAL**

**Permit #** \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Planning Commission Action:**

☐ **APPROVES** \*The Planning Commission of the City of Cottonwood Falls, Kansas hereby recommends to the City Council of the City of Cottonwood Falls, Kansas the approval of the Building/Demolition Permit described above. Said Recommendation is subject to and is reliant on the accuracy of information provided by the applicant and is subject to all requirements of the ordinance(s) of the City of Cottonwood Falls, Kansas and the conditions set out in the permit application:

☐ **DECLINES** The Planning Commission of the City of Cottonwood Falls, Kansas hereby declines the application for the Building/Demolition Permit described above for the reason(s) stated below. NO recommendation for approval will be made to the City Council of the City of Cottonwood Falls, Kansas until required corrections are made.

**Required Application Corrections:**

☐ Incomplete Plans                      ☐ Non-Compliance with Setback Requirements  
☐ Non-Compliance with Building Guidelines/Ordinances ☐ Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Chairman – City of Cottonwood Falls Planning Commission

**City Council Action:**

\*After majority City Council vote to approve this application, The City of Cottonwood Falls Hereby approves this application as evidenced by the authorized signature below:

\_\_\_\_\_ Date \_\_\_\_\_

**Mayor - City of Cottonwood Falls, Kansas**

\*The City of Cottonwood Falls, Kansas by this approval in no way represents knowledge of the specific locations of property lines, boundaries or easements as they relate to this property. Specific locations of property lines, boundaries and easements are the responsibility of the property owner.



Permit # \_\_\_\_\_  
90 Day Extension

This permit extension is valid for an additional 90 days from the final day of the original permit. Project must be completed by \_\_\_\_\_. Any incomplete structure must be fenced off with 4' orange snow fence, to be maintained as necessary.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Personnel Signature

\_\_\_\_\_  
Date



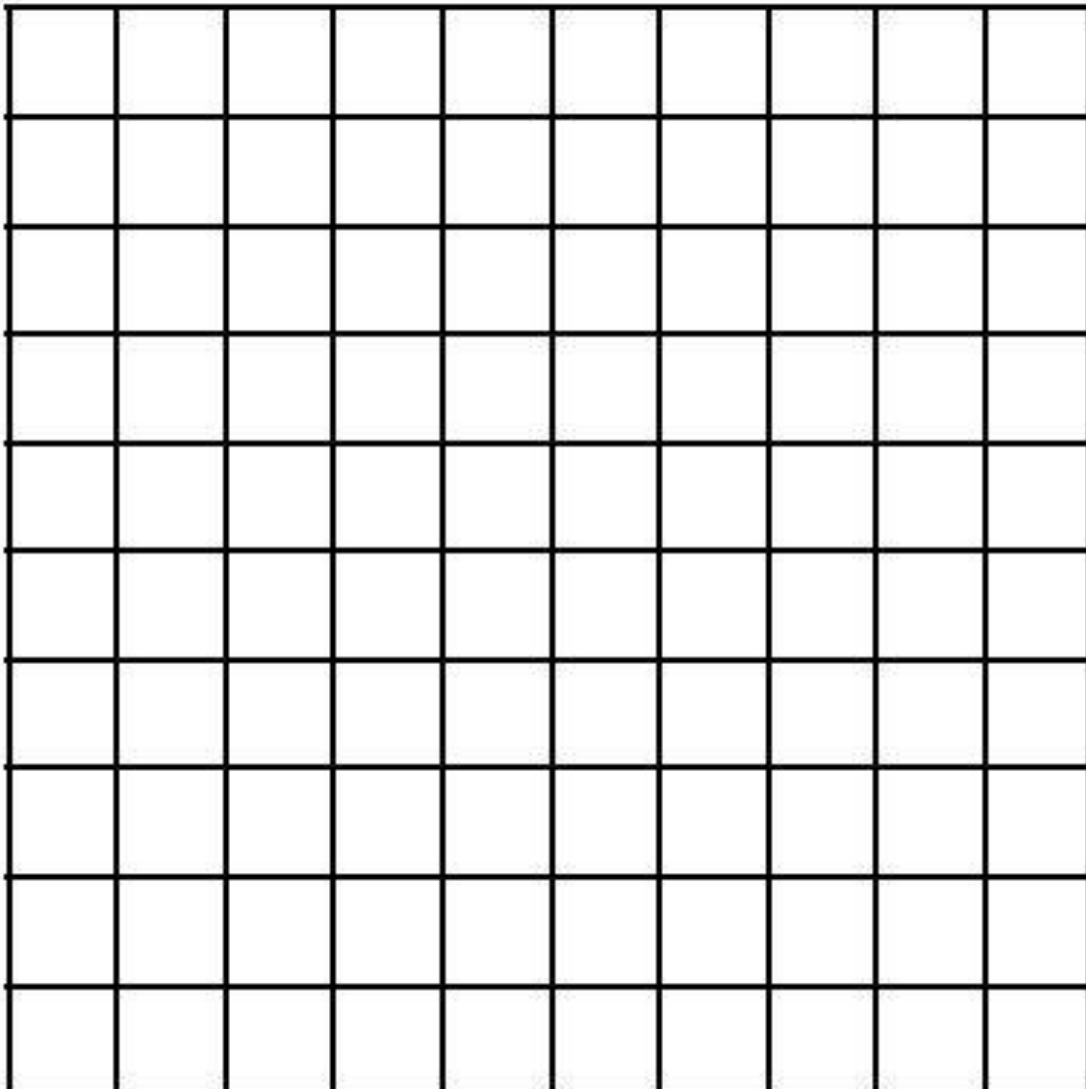
### Instructions – Read Carefully

Use the grid below to draw a plot plan illustrating the following:

- Lot size to scale
- Existing streets and alleys
- Existing structures
- Proposed structures

Indicate all distances between property lines and buildings/structures on the lot.

Be sure to mark which direction is North on your plan.





### **Schedule of Building Permit Fees**

1. Residential	
a. Application for Building Permit	
i. Single Family Residence	\$50.00
ii. Two Family Residence	\$100.00
iii. Multi-Family Residence	\$150.00
iv. Manufactured Home	\$20.00
v. Residential Garage	\$15.00
vi. Residential Accessory Building	\$10.00
vii. Minor Residential Addition (shed, etc.)	\$10.00
viii. Modular Home	\$50.00
ix. Major Addition	\$50.00
2. Business/Industrial	
a. Application for Building Permit	
i. Business	\$100.00
ii. Industrial	\$100.00
iii. Remodeling or Addition	\$50.00
3. Demolition	\$10.00