

Fountain Green Planning Commission

CITIZEN'S GUIDE TO THE BUILDING PROCESS

**(for structures less than 200 square feet
without utilities)**

NOTE:

Although structures less than 200 square feet do not require a building permit, they must meet all setback and City Land Use Ordinance requirements. This applies to barns, sheds, shipping containers, carports, etc. If the structure will have utilities, you will need to apply for a permit (see the Citizen's Guide to the Building Permit Process).

(revised 10/30/2024)

1 Getting Started

You should find, in this document, the information needed in order to complete the building process with minimum stress and maximum success. Presented here, you will find a simplified Action Checklist followed by a more detailed Step-by-Step Guide. At the document's end there is supporting technical and legal background information, examples, figures, and contact information for City officials who will help you in the process. In addition to this booklet, you may also wish to study the Fountain Green City General Plan and Land Use Ordinances that are all available at City Hall or on the City web site.

This packet ONLY covers auxiliary structure construction in the residential/agricultural and business/commercial zones of Fountain Green.

Commercial construction, subdivisions, or any construction in sensitive lands zones requires additional steps and application for a permit; therefore, we recommend careful study of the City's Land Use Ordinances and meeting with the Planning Commission before starting such construction.

2 When Do I Need to Apply for a Building Permit?

City Building Permit Applications ARE required for the following activities:

- New construction of any structure equal to or greater than 200 square foot (homes, sheds, accessory buildings, etc) and/or structures having utilities.
- Addition to any building or remodeling that modifies the building's exterior dimensions, to include its height.
- New construction of any structure in the Sensitive Lands Zone.
- Installation/modification of solar panels.
- Fencing that does not comply with guidance in Chapters 7.2-4 or 7.3-5 of the City's Land Use Ordinances.
- Signs not complying with guidance in Chapter 3.7 A.

City Building Permits are NOT required for the following activities:

- Structures less than 200 square feet without utilities.
- Installation of storage containers, carports, pergolas, or other structures without a permanent footing if they are less than 200 square feet and do not have utilities. These structures should be adequately anchored to the ground.
- Interior remodels or remodeling that does not alter the building's exterior dimensions (new siding, roof replacement, etc).
- Fences complying with guidance in Chapters 7.2-4 or 7.3-5 of the City's Land Use Ordinances.
- Signs complying with Chapter 3.7 A and see Chapter 7.2-8 or 7.3-9 of the City's Land Use Ordinances.

Note that whether or not a City building permit is required, all remodeling or construction should be done in compliance with Federal, State, and Local laws and regulations, to include applicable building codes, and is subject to County inspection.

County Building Permits ARE required for the following activities:

"No building shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, or demolished unless a permit for each project has been obtained from the Sanpete County Building Department."

3 Building Checklist

Presented below is an overview in checklist format of the steps we recommend you follow:

- [] **1. Check if your property is in a FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) SPECIAL FLOOD HAZARD AREA (SFHA).**
 - IF your property is in a flood hazard area, FIRST get a floodplain development permit and application from the City.
 - Floodplain development may require the services of an engineer specializing in floodplain development and/or obtaining a Letter of Map-Amendment (LOMA) from FEMA.

- [] **2. You must own the property you plan to build on – if not, you will need notarized permission from the owner.**
 - A plat map will show ownership and is acquired at the Sanpete County Recorder or the City office. You will need 1 copy to show the City office staff.
 - A plat map shows property dimensions, acreage, serial number, and ownership.

- [] **3. Draw up 1 copy of a PLOT PLAN for your project.**

A complete plot plan includes:

 - Property lines, roads, and cardinal directions.
 - Lot serial number and ownership.
 - Location of irrigation lines (may require Irrigation Master assistance).
 - Existing structures on the lot.
 - Structure(s) to be built with distances between structure(s) and property boundaries annotated.

- [] **4. Obtain and complete a Setback Verification Form from the City.**
 - Pay application fee of \$10.
 - Fill out the setback form with name, address, and phone number – return it to the City Hall.
 - Make appointment for verification of setbacks.

- [] **5. Auxiliary structures of less than 200 sq feet without utilities do not need County approval or inspection. Auxiliary structures of any size with utilities will need a City permit and County approval or inspection.**

4 Step by Step Guide to the Building Process

4.1 Check if your property is in a SPECIAL FLOOD HAZARD AREA

The National Flood Insurance Program (NFIP), established by Congress to control the rising cost of providing assistance to flood disaster victims, underwrites the nationwide availability of flood insurance by mandating regulations that must be followed when building, remodeling, or changing the landscape of a property located in a Special Flood Hazard Area (SFHA) as mapped and zoned by the state government and the Federal Emergency Management Agency (FEMA). A copy of the SFHA map for our locality can be viewed in the City offices during regular office hours or from <https://msc.fema.gov>.

Construction, renovation, or landscaping within the various designated SFHA zones requires a Floodplain Development Permit (FDP) to be applied for and obtained prior to work. Property owners applying for such an FDP may require the services of a professional, like a flood-plain certified engineer, to design the flood damage mitigation features their plans may need to win approval. FDP development also requires approval by the City Floodplain Administrator.

It is possible for owners to challenge and win a change to the particular zone which the SFHA map has designated for their property. In such cases, the map change request submitted to FEMA must provide convincing historical documentation and scientific justification in order to obtain a Letter of Map Amendment (LOMA) from FEMA.

4.2 Obtaining assistance for your project

Questions or requests for advice can be directed to the City Clerk or to a member of the Planning and Zoning Commission; however, information or advice provided by a City employee, or a member of the Commission is not binding upon the Commission itself, and such assistance is provided on a strictly voluntary donation of the member's time. Only official actions by the Commission at its appointed meetings are considered binding.

5 Minimum Requirements for Development

Note that whether or not a City building permit is required, all remodeling or construction should be done in compliance with Federal, State, and Local laws and regulations, to include applicable building codes, and is subject to County inspection.

5.1 Lot Size (Land Use Ordinance, Chapters 7.2-3 A. & B. or 7.3-3)

- All buildings, including auxiliary buildings and structures are to cover no more than 40% of the lot or parcel of land.

5.2 Auxiliary Buildings

- housing animals (i.e. barns, sheds, kennels, etc.)
- not housing animals (i.e. garage, workshop, greenhouse, etc.)
- temporary

(Land Use Ordinance, Chapters 7.2-3 or 7.3-3)

Sheds or other auxiliary buildings with less than 200 square feet (without utilities) do not require a City or County building permit. Such structures, however, do require a City Setback Verification form to ensure that setbacks from property lines are properly observed and construction is not conducted over existing utility or irrigation lines. The Superintendent of Water and Sewer will assist you or your contractor in measuring property line setbacks to assure that appropriate distances are maintained between structures and property lines.

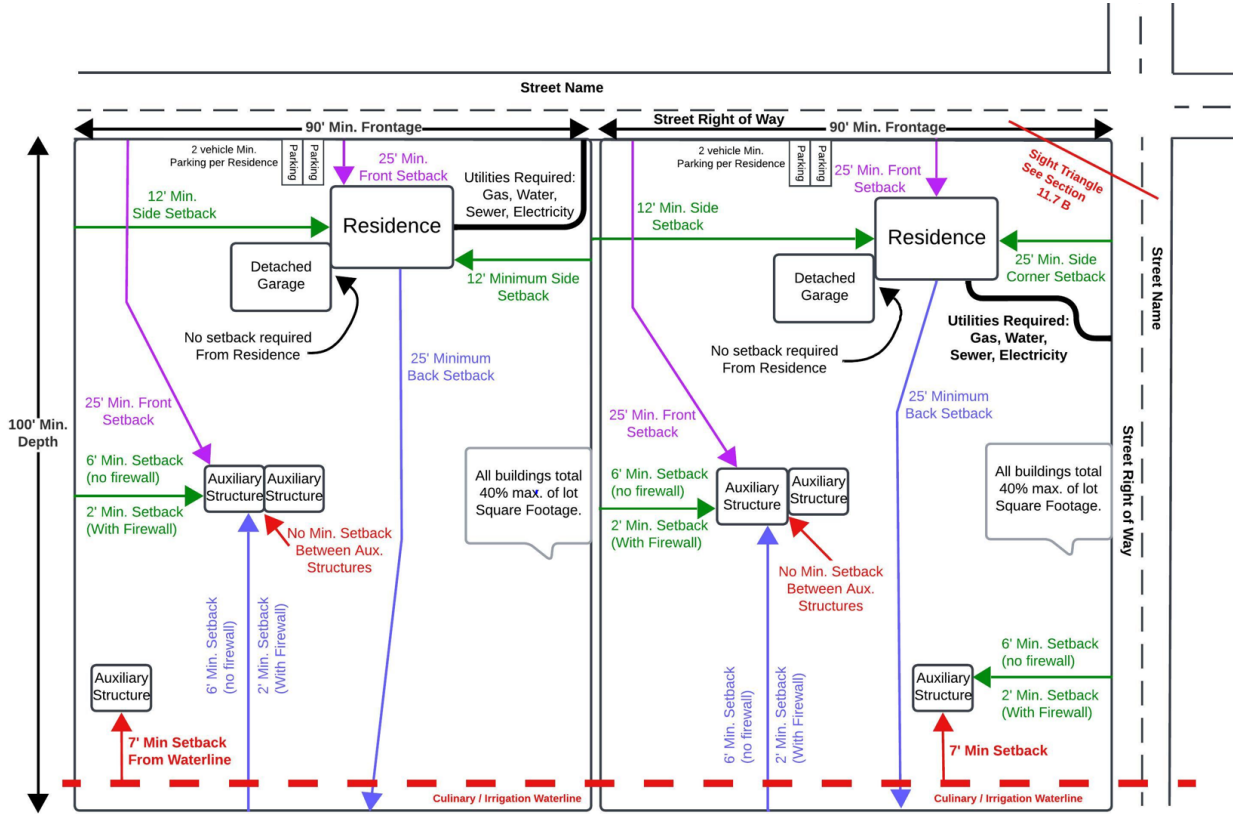
- There are six-foot, **or 2 foot with the use of a fire wall**, side and rear setbacks for all auxiliary buildings though corner lots have a 25-foot setback facing both street rights-of-way (front and side) that apply to any building.
- The roofs of all auxiliary buildings must be such that snow and rain drain onto the building owner's property.

5.3 Fences (Land Use Ordinance, Chapters 7.2-4 or 7.3-5)

- Corner lots – To preserve sight triangles at intersections for safety, non-agricultural, solid (sight-obscuring) fence along a corner lot's front and side yard adjacent to a street within the sight line triangle must not exceed three feet.
- Outside of the sight line triangle, a non-agricultural, solid (sight obscuring) fence may be up to six feet high.
- Agricultural fence may be up to six feet in height along streets provided that the fencing provides clear vision (chain link, netted fence, pole fence, etc).
- Fences shall be no higher than six feet in other locations without requiring a building permit.
- Hedges and trees at intersection sight line triangles must also be pruned to no higher than 3 feet and no lower than 8 feet to leave a clear vision line-of-sight triangle.

6 Examples & Illustrations

Figure 6-1: Lot Setbacks and Coverage Standards



7 Fountain Green City Officials

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| Public Works Director, Curt Nielsen | 801-386-3863 (cell) |
| Fire Chief, Todd Robinson | 801-372-1349 (cell) |
| Acting Irrigation Water Master, Greg Johnson | 435-851-3810 (cell) |
| Ordinance Enforcement Officer, Amy Morgan | 435-469-0018 (cell) |
| City Recorder, Michelle Walker | 435-445-3453 / 435-851-1268 (cell) |