

Fountain Green Planning Commission

CITIZEN'S GUIDE TO THE BUILDING PERMIT PROCESS

NOTE:

Once you have completed your permit application packet paperwork and paid all associated fees, your project may be placed on the agenda of an upcoming monthly meeting of the Planning Commission. All of us on the Commission are citizen volunteers donating our time in order to help other citizens turn building plans into a reality. For the Commission to fully understand and fairly consider your permit application, please be sure to turn in all required documentation to City Hall at least one week before the scheduled meeting of the Commission.

Any application that is missing steps or required documentation cannot be considered by the Planning Commission and must be rescheduled for consideration at a future meeting.

(revised 10/30/2024)

1 Getting Started.....3
2 When Do I Need to Apply for a Building Permit?3
3 Building Permit Action Checklist.....5
4 Step by Step Guide to the Building Permit Process6
5 Minimum Requirements for Residential Development.....9
6 Examples & Illustrations..... 11
7 Fees 17
8 Fountain Green City Officials 19
9 Glossary of Terms 19

1 Getting Started

Welcome to all those wanting to build or remodel in Fountain Green! Helping you, our fellow citizen, successfully turn your plans into reality is what motivates us to volunteer our time and talents in serving as the City's Planning Commission. Suggestions about ways we could possibly improve this document and/or the permitting process will be welcomed.

You should find, in this document, the information needed in order to complete the building permit 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 residential construction in residential/agricultural and business commercial zones of Fountain Green. A new permit is required for each new building on a given property. Commercial construction, subdivisions, or any construction in sensitive lands zones requires additional steps; therefore, we recommend careful study of the City's Land Use Ordinances and consult with the 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 greater than or equal to 200 square feet (homes, sheds, auxiliary buildings, etc.) with or without utilities.
 - Sheds under 200 square feet only require a City building permit if they have utilities. They may also require a County building permit and inspection.
- Addition to any building or remodeling that modifies the building's exterior dimensions, to include its height.
- Installation of storage containers, carports, pergolas, or other structures greater than or equal to 200 square feet without a permanent footing. These structures should be adequately anchored to the ground.
- Installation/modification of solar panels.
- Fencing that does not comply with guidance in Chapters 7.2-4 or 7.3-5, 7.4-5 or 7.5-5 of the City's Land Use Ordinances.
- Signs not complying with guidance in Chapter 3.7, Section A of the City's Land Use Ordinances

City Building Permits are **NOT** required for the following activities:

- Interior remodels or remodeling that does not alter the building's exterior dimensions (new siding, roof replacement, etc).
- Structures measuring less than 200 square feet without utilities.

- Fences complying with guidance in Chapters 7.2-4 or 7.3-5, 7.4-5 or 7.5-5 of the City's Land Use Ordinances.
- Signs complying with Chapter 3.7, Section A and 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 Permit Action 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 (FDP) 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. Obtain 4 copies of your property's PLAT MAP. You must own the property you plan to build on – if not, you will need notarized permission from the owner.**
 - A plat map is acquired at the Sanpete County Recorder or the City office.
 - A plat map shows property dimensions, acreage, serial number, and ownership.
 - If the plat map does not show ownership, other proof of ownership is required.
- [] **3. Draw up 4 copies 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).
 - Structure(s) to be built with distances between structures and property boundary lines annotated.
- [] **4. Prepare 2 copies of BUILDING PLANS (of sufficient size and font to be easily legible) plus an 8 1/2"x11" copy.**
 - Plans for new house construction or pre-fab homes must be professionally prepared (architectural plans).
 - Provide an 8 1/2"x11" copy of the page from plans showing exterior dimensions with roof overhang to leave with the Planning and Zoning Commission after presentation.
 - Remodels and auxiliary building plans can be done by hand but must be accurate and legible.
- [] **5. Obtain and complete a permit application packet from the City**
 - *Setback Verification Form* – required for all structures.
 - *Standard Building Permit Application* – required for structures with any utility (power, water, or sewer).
 - *Auxiliary Building Permit Application* – required for structures without utilities.
 - Provide all required site and plan details, including your name, residential address, phone number, and other contact information, then sign and date the application.
- [] **6. Have plans for all STRUCTURES WITH UTILITIES signed by proper officials.**
 - Applications for all structures with utilities (inhabited or not) are examined and signed by Fire Chief, Irrigation Master, and City Public Works Official.
 - Architectural Plans for structures with utilities are also examined and signed by Fire Chief and Irrigation Master.
- [] **7. Pay applicable fees for signature of Recorder and request placement on Agenda.**
 - Pay impact and connection fees as applicable for *Standard Permit Applications* at City office and get the signature of the City Recorder.
 - Pay the application fee (\$20 for auxiliary building or \$75 for house).
 - Request to have project placed on the agenda of the next Commission meeting – turn in all required documentation to City Hall at least one week before the scheduled meeting of the Commission.
- [] **8. Verify your setbacks with City Public Works Official by appointment.**
 - Setbacks should be verified at layout/markings, then again at start of construction.
- [] **9. Present your plan to the Commission for approval.**
 - Attendance at the Commission meeting is not required – you are encouraged to attend in case the Commission has questions about your paperwork.
 - If steps were missed or documentation listed above is not available, your application cannot be considered until the Commission's next monthly meeting.
- [] **10. Submit your approved permit and plans to Sanpete County**
 - Auxiliary structures of less than 200 sq feet without utilities do not need County approval or inspection.

4 Step by Step Guide to the Building Permit 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 Obtain 4 copies of your property's Plat Map from the Sanpete County Recorder's office or City office.

Your plat map shows an aerial view of your lot in relation to its neighbors and provides the lot's serial number, dimensions, size in acres, and name(s) of its owner(s). When completing your permit application for the City, the owner shown on the plat map must be the named applicant, or else a notarized legal document from the owner(s), giving permission to the applicant for the specified construction, must accompany the application. You will need four copies of your plat map for presentation to the Planning and Zoning Commission.

4.3 Draw up 4 copies of an aerial Plot Plan for your project.

Your plot plan drawing should indicate the property owner's name; the lot's dimensions and boundary lines; any adjacent roadways; the outside dimensions of the new or revised structure's footprint (including roof overhangs); total square footage of the new construction; as well as showing the distance for every required setback – front, rear, and either side – from all property boundaries. Total square footage for additions or remodels must incorporate both the existing and new portions of the overall structure. You will need four copies of your plot plan for presentation to the Planning and Zoning Commission.

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.

You may also wish to study the Fountain Green City General Plan and Land Use Ordinances available at City Hall or on the City web site. Please note that development of a subdivision is more complicated and that simply following the steps in this document will not prove sufficient, and does not release the developer from carrying out any and all additional requirements in the Fountain Green City General Plan and Land Use Ordinances.

4.4 Prepare Building Plans for what is to be built or installed.

If your plans involve standard new construction with or without utilities (i.e. stick-built house or barn) or a manufactured structure, the set of drawings need to be prepared by a professional (architectural plans). Remodeling of existing structures and construction of sheds or other auxiliary buildings without human inhabitants do not require professional architectural drawings, but must provide, with reasonable accuracy, the structure's major dimensions including all roof overhangs, as well as any extensions or supports connected to or making contact with the proposed new or remodeled structure. Be aware, however, that even though the City Planning and Zoning Commission does not require professional drawings for auxiliary buildings or remodels, they may be required for County approval.

You will need a copy of your building plans of sufficient size and font to be easily legible for presentation to the Planning and Zoning Commission as well as an 8 ½" x 11" copy of the page from your plans that shows the structure's exterior dimensions with roof overhang to leave with the Commission after presentation.

4.5 Obtain and complete a Permit Application packet from the City.

For any structure that will be connected to power, water, and/or sewer utility service (to include sheds with utilities) use the packet's *Standard Building Permit Application* as well as a *Setback Verification Form*. For any structure (of 200 sq.ft. or more) having no utility connection, use the packet's *Auxiliary Building Permit Application* and a *Setback Verification Form*. Take care that your completed application is legible and provides your name, residential address, and telephone number. Also include the address of the building site, its lot serial number, its frontage and depth dimensions, its size in acres, as well as a description of what you are planning to do. Lastly, be sure to sign and date your application and setback verification form.

4.6 Have plans for structures with utilities examined and signed by the proper officials.

All structures with utilities, to include sheds with utilities, are required to have official examinations and approvals by the Fire Chief, Irrigation Master, and Superintendent of Sewer and Water. The approval of all three must be indicated on the Standard Permit Application by their signatures and official stamps. The Fire Chief and Irrigation Master must also sign/stamp your Building Plans.

The fire department examination will verify that the plan provides rapid emergency egress, that adequate fire lane clearances around the structure will reduce the risk

of fire spreading, and that there is a fire hydrant within the prescribed distance. The irrigation examination will ensure you won't build over an existing irrigation pipeline or within an easement. And the sewer and water department will study how to provide the service connection(s) your plan calls for.

4.7 Pay applicable fees, obtain signature of City Recorder.

Once your application and plans have had the required examinations, and been signed and stamped by the appropriate officials, take your application to the City Recorder, and pay the applicable connection and impact fees (covered in Section 7). Once fees are paid, the City Recorder will sign the standard permit application packet. *Auxiliary Building Permit Applications* (applications for buildings with no utilities) do not require the City Recorder signature.

When you turn in all required documentation to City Hall (at least one week before the scheduled meeting of the Commission) you may request that your project be placed on the agenda of the Commission's next regular monthly meeting (held on the second Thursday evening of each month.) Note that the City Recorder must receive your request for placement on the agenda as well as the complete application packet at least 7 days in advance of the next Planning Commission meeting (by 4:00 P.M. on the first Thursday of the month) to ensure adequate time to post the agenda for public review and for the application to be reviewed for completeness.

4.8 Verify your setbacks with City Public Works Official by appointment.

In order to verify your construction is done per the plot plan and building plans submitted to the Commission and in order to ensure required distances are maintained between structures and property lines, your setbacks must be verified. Setbacks should be verified at two points in the process: (1) first when planned construction is marked out at the site (such as with stakes or paint), then again (2) at start of construction, such as when forms are set, but concrete is not yet poured or when holes are dug for a pole structure, but poles are not yet set/tamped in.

Setbacks are measured by appointment between you and/or your contractor and the Superintendent of Water and Sewer. When satisfied that your plat map and plot plans are accurate, the Superintendent will complete their portion of the short form to indicate that setbacks have been correctly measured. One copy of this form will go into your City file or folder; the other two copies provide one for your records, and also one for the County building inspector.

4.9 Present your plan and all required documentation to the Planning Commission for approval.

You are not required to attend the Commission meeting at which your application is being considered – you are encouraged to attend in case the Commission has questions about your paperwork. During your scheduled presentation to the Commission you will need to provide: (a) four copies of your Sanpete County plat map; (b) four copies of your plot plan sketch; (c) a copy of your building plan of sufficient size and font to be easily legible; and (d) one 8 ½" x 11" copy of the portion of your building plans that show the exterior of the structure to include roof

line overhangs, structural extensions, and/or supports connected to or making contact with the proposed new or remodeled structure.

The two sets of four copies of plot plans and plat maps provide one set for the Planning Commission, one for the City Council, one for the Sanpete County Building Inspection department, and one for your own use and files. The 8 ½"x11" copy of your building plan remains with the Commission after presentation.

Please note that when you present your plans to the Commission, if required documentation is missing or required steps have been skipped, the Commission will be unable to consider and approve your application that evening. Your project will need to be re-scheduled to the agenda of the next monthly meeting.

In some cases, approval of your project may be conditional, requiring additional work and/or follow-up.

4.10 Submit your approved permit and plans to the Sanpete County Building Inspector (If greater than or equal to 200 square feet or having utilities).

The Building Inspector's office, located at the County Offices in Manti, will need a copy of your completed and approved City building permit application, plat map, plot plan, and a pdf or e-mail of your building plans. To obtain a building permit from the County, your plans must conform to the International Building Code, International Electrical Code, International Plumbing Code, International Fire Code, and Utah Uniform Building Standards Act along with all applicable Sanpete County and Utah State laws and ordinances. A County building permit fee will also be assessed. Additionally, County staff may inspect plumbing, electrical, and other types of workmanship for compliance at times during the construction process.

5 Minimum Requirements for Residential 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 or 7.3-3 or 7.5-5)

- Lot Acreage: 0.455 acre minimum.
- Lot Dimensions: 90 feet minimum frontage and 100 feet minimum depth.
- One dwelling per parcel of land.
- All buildings, including auxiliary buildings and structures to cover no more than 40% of the lot or parcel of land.
- Each lot will provide a minimum of two off-street parking spaces.

5.2 House Size (Land Use Ordinance, Chapters 7 & 11.6)

- Minimum of 24 feet in width.
- Minimum of 960 square feet.
- Maximum of 21 feet in height to the roof eaves.

5.3 Yard Size (Land Use Ordinance, Chapters 7.2-3 or 7.3-3 or 7.5-3)

- Front and rear yards not less than 25 feet from house to property line.
- Side yards not less than 12 feet from house to property line, except
- Corner lots – Side yards adjacent to a street not less than 25 feet from house to property line.

5.4 Auxiliary Buildings

● **housing animals (i.e. barns, sheds, kennels, etc)**

● **not housing animals (i.e. garage, workshop, greenhouse, etc)**

(Land Use Ordinance, Chapters 7.2-3 or 7.3-3, 7.4-3 or 7.5-3)

- There are six-foot side and rear setbacks for all auxiliary buildings, 2 feet with a fire wall installed in the building, 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.
- Fire lanes between unattached structures must be 12 feet between all buildings on a non-residential lot in the Business Commercial Zone, whether on the same or adjoining properties, with the exception of adjoined/attached structures.

5.5 Fences (Land Use Ordinance, Chapters 7.2-4 or 7.3-5, 7.4-5 or 7.55)

- Non-agricultural, solid (sight-obscuring) fence has a maximum height of three feet on property frontage along a dedicated street.
- Corner lots – To preserve sight triangles at intersections for safety, non-agricultural, solid (sight-obscuring) fence along a corner lot's front and side yards adjacent to a street must not exceed three feet within the sight line triangle.
- Outside of the sight line triangle, a non-agricultural, solid fence may be up to seven feet high.
- Agricultural fence may be up to seven 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' and no lower than 8' to leave a clear vision line-of-sight triangle at intersections.

6 Examples & Illustrations

Figure 6-1: Lot Setbacks and Coverage Standards for houses and auxiliary buildings:

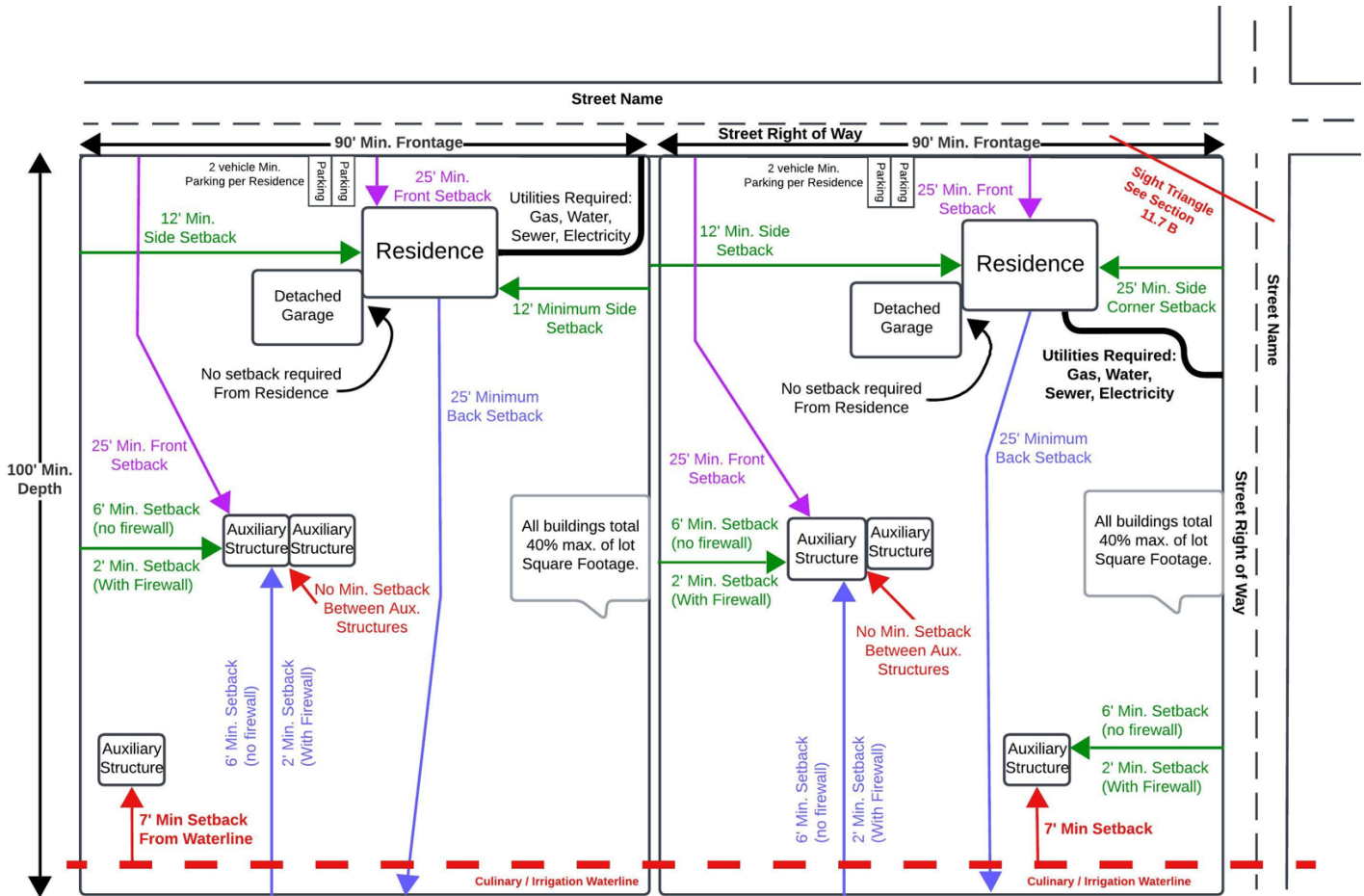


Figure 6-2: Plat Map Example (Retrieved from the County Recorder) Figure 6-4: Plot Plan Example (prepared by the applicant)

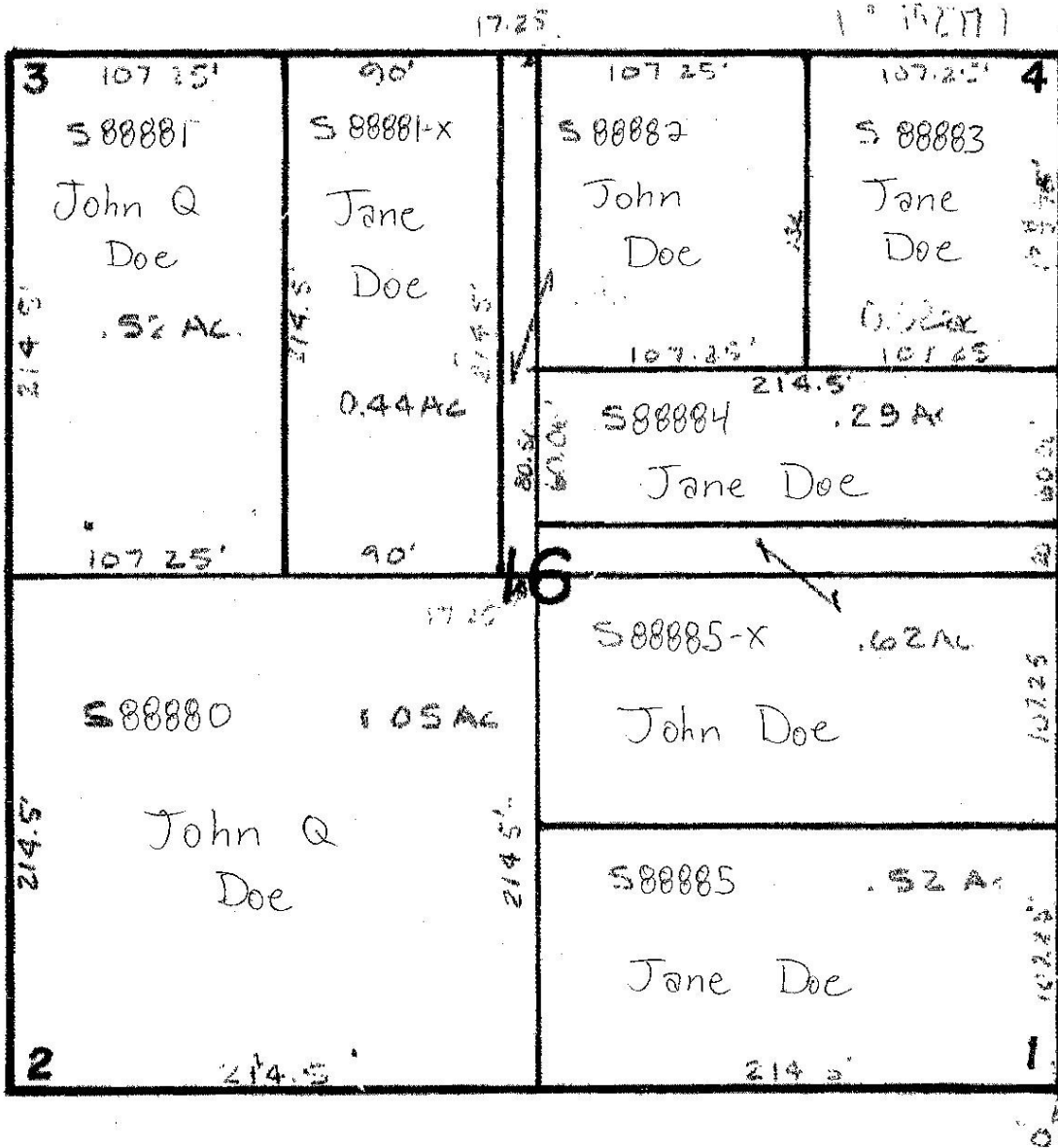


Figure 6-3: Plot Plan Example (prepared by the applicant). This is an example only, citizens drawing may vary depending on the distances plans.

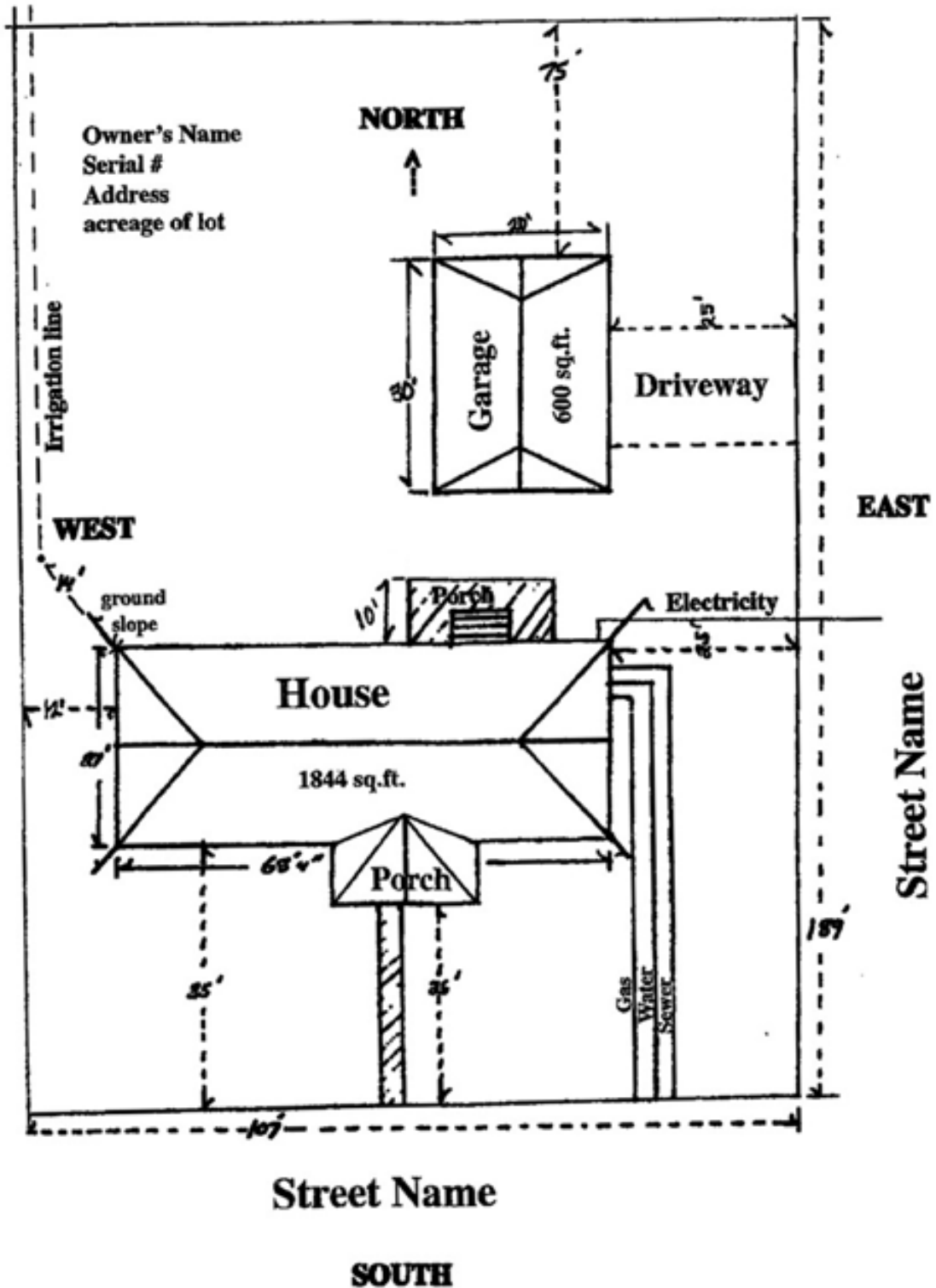


Figure 6-5: Setback Verification Form

Fountain Green City Building Setbacks Verification				Construction: <input type="checkbox"/> House <input type="checkbox"/> Accessory Building		
To Be Filled in by Applicant, PLEASE PRINT or TYPE!				FOR DEPARTMENT USE ONLY		
Owner		Telephone Number		Property Line Setbacks and Direction	Min.	Actual
Owner's Address (include PO Box)		City	ZIP Code			
Job Site (approximate address)				Front (faces street)	25 ft.	
				Rear (back)		
				Side		
				Side		
Property Serial Number	Frontage Dimension (facing roadway)	Depth Dimension (shorter side)	Acreage			
Date requested for measurement of setbacks:				<input type="checkbox"/> Job Site Address Verified		
				<input type="checkbox"/> Plat Plan Verified		
Owner and/or Contractor Signature(s) to acknowledge setback measurements:				<input type="checkbox"/> Plat Plan Verified		
				<input type="checkbox"/> Minimum and actual setback distances measured and recorded		
Date _____ Distribution List: White/Owner Yellow/County Pink/City				City Employee Signature(s): _____		
				Date _____		

Figure 6-6: Standard City Building Permit Application

Fountain Green City Building Permit Application				Issued by _____			
Application Date _____	Construction: <input type="checkbox"/> New <input type="checkbox"/> Remodeling		Permit Number _____				
To Be Filled in by Applicant. PLEASE PRINT or TYPE!				FOR DEPARTMENT USE ONLY			
Owner _____		Telephone Number _____		Date Permit Issued _____			
Owner's Address (include PO Box) _____		City _____	Zip Code _____				
Job Site (approximate address) _____							
Property Serial Number _____	Frontage Dimension (facing roadway) _____	Depth Dimension (shorter side) _____	Acreage _____				
Existing Use of Parcel		Intended Use of Parcel					
<input type="checkbox"/> Vacant <input type="checkbox"/> Single Family <input type="checkbox"/> Agriculture <input type="checkbox"/> Commercial <input type="checkbox"/> Other (Specify) _____		<input type="checkbox"/> Vacant <input type="checkbox"/> Single Family <input type="checkbox"/> Agriculture <input type="checkbox"/> Commercial <input type="checkbox"/> Other (Specify) _____					
Description of structure to be built, or type of remodeling to be done [Remember to include 4 copies each of the plat plan and plot plan, and 2 copies of your building plans with this building permit application.]:				<input type="checkbox"/> Cash or <input type="checkbox"/> Check _____ Check Number _____			
				City Agent Signature _____			
<p style="text-align: center;">APPLICANT, PLEASE READ CAREFULLY!</p> <p>I agree to abide by all city, county and state building, planning and zoning laws and ordinances. My statements in this building permit application are true and accurate. Any errors in these statements are my sole responsibility, and as such shall not be construed in any way to impose liability or obligation on Fountain Green City, or on any authorized officers or agents of said city.</p> <p>Owner's Signature _____</p> <p>Date _____</p>				Home Construction: Stickbuilt Manufactured			
				Floors	Dimensions	Square Feet	
				Basement			
				Main			
				Second			
				Garage / Carport			
Property Line Setbacks and Directions		Min.	Actual				
Front (faces street)		25 ft					
Rear (back)							
Side							
Side							
Zone _____							
<input type="checkbox"/> Plat Plan (4 copies) <input type="checkbox"/> Plot Plan (4)							
<input type="checkbox"/> Building Plans (2) <input type="checkbox"/> Flood Zone							
Subdivision <input type="checkbox"/> yes <input type="checkbox"/> no If yes, additional paperwork required. See Subdivision Ordinance.							

Distribution List: White / Owner Yellow / County Pink / City Goldenrod / Planning Commission

Figure 6-7: Auxiliary Building Permit Application (example)

Fountain Green City Auxiliary Building Permit for auxiliary buildings with no utilities and no human occupancy				No Utilities !! No Human Occupancy !!!		
To Be Filled in by Applicant. PLEASE PRINT or TYPE!				FOR DEPARTMENT USE ONLY		
Owner		Telephone Number		Property Line Setbacks and Directions	Min.	Actual
Owner's Address (include PO Box)		City	Zip Code	Front (faces street)	25 ft	
Job Site (approximate address)				Rear (Back)		
				Side		
				Side		
Property Serial Number	Frontage Dimension (facing roadway)	Depth Dimension (shorter side)	Acreage	<input type="checkbox"/> Job site address verified <input type="checkbox"/> Plat plan verified <input type="checkbox"/> Plot plan verified <input type="checkbox"/> Minimum and actual setback distances measured and recorded		
Job Description				City Employee Signature(s): _____ _____ Date _____		
Date requested for measurement of setbacks: _____						
I agree to abide by all city, county and state building, planning and zoning laws and ordinances. My statements in this building permit application are true and accurate. Any errors in these statements are my sole responsibility, and as such shall not be construed in any way to impose liability or obligation on Fountain Green City, or on any authorized officers or agents of said city. Owner Signature(s): _____ _____ Date _____				No Utilities !! No Human Occupancy !!!		

Figure 6-8: Utility Services Figure 6-8

Distribution List: White / Owner Yellow / County Pink / City Canary / Planning Commission

FOUNTAIN GREEN CITY RESIDENT AND COMMERCIAL UTILITY SERVICE APPLICATION
 375 North State
 Fountain Green, Utah 84632
 (435) 445-3453
 frontdesk@fountaingreencity.gov

Connection Date:

Personal Information:	
Owner/Customer Name:	
Service Address:	
Mailing Address:	
Drivers License #:	Date of Birth:
Phone Number:	
Employer:	
Employer Address:	
Email Address:	Would you like your bill sent by email: Yes No
Spouse/Roommate:	
Date of Birth:	Drivers License #:
Phone Number:	
Relative not living with you information:	
Name of Relative:	
Address of Relative:	
Phone Number:	
Personal Reference:	
Name of Reference:	
Address:	
Phone Number:	

**IS THERE A PERSON LIVING WITH YOU AT THIS ADDRESS THAT OWES FOUNTAIN GREEN CITY A PAST UTILITY BILL? YES
 ___NO___. IF YES, SERVICES WILL NOT BE PROVIDED UNTIL PAST DUE BALANCES ARE PAID IN FULL.**

I hereby make an application to the Fountain Green City Utility Department for service and guarantee payment for the said service in accordance with resolution 08082024. This resolution states in item #6 that a \$200.00 refundable security deposit will be required with all new utility accounts. It also contains a provision that all utilities are due on the 20th of the month and are considered late by the 30th of the month, which will subject the customer to an interest charge that is calculated at 15% per month plus a \$40 late fee. If the bill is not paid at the end of 60 days, the customer will accrue another 15% interest charge on the entirety of the outstanding balance as well as another \$40 late fee and will result in a delinquency letter and/or a shut-off notice. If payment is not made within 30 days of the date of the shut-off notice (90 days), an additional 15% interest charge on the entirety of the outstanding balance as well as another \$40 late fee will be charged, and a shut-off notice will be issued. The customer will have 7 days to pay the bill in full or, at the discretion of the city, may set up a payment plan that will require the account holder to make a payment in the amount that brings the utility bill to the 30-day billing amount (30 days outstanding). The remaining balance or more, plus the current billing amount must be paid each month for the next 3 months (90 days) to bring the utility account to a current status. If payment is not made within 7 days of receiving the shut-off notice, or other arrangements made with Fountain Green City, the water service will be disconnected and will not be reconnected until arrangements have been made with Fountain Green city which include: A. Balance is paid in full. B. If payment is delinquent 90 days or more, the utility service will be considered abandoned and an abandonment fee of \$400 will be assessed and must be paid before service is restored. C. A \$200 refundable deposit must be made that will be refundable after 12 months of on-time payments.

If a property is vacant for a time, the property owner may request to voluntarily abandon the water service. Requests must be made in writing to Fountain Green City. The monthly standard rate will still be billed, and the owner is responsible for the monthly amount. A fee of \$25 will be assessed to the property owner for the turning off and turning on of the water service.

Further, release is hereby given to fountain Green City Utility Department to obtain any and all such information from employer(s) or references as may be deemed necessary to process this application for service or to effect collection of any unpaid balance due. I, the undersigned, hereby verify that the information given above is true and correct.



Signature of Applicant: _____ Date: _____

Witnessed by: _____ Date: _____

OFFICE USE ONLY:	
Deposit Amount:	Date of Deposit:

Fees

The numbers below are estimated costs, per application, subject to adjustment based on the actual situation.

Refundable Deposit*

Regular Line \$1,000.00*

Main Line \$1,500.00*

(see refund explanation provided below)

Sewer Hook-up & Usage

Impact fee \$1,771.50

Monthly fee \$31.00 (\$19.00 if qualifying senior citizen)

Water hook-up & Usage

$\frac{3}{4}$ Inch line*

Impact fee \$2,000.00 + \$203.00 for meter

Monthly fee \$40.00 (\$34.50 if qualifying senior citizen)

1 Inch line*

Impact fee \$2000.00 + \$322.00 for meter

Monthly fee \$40.00 (\$34.50 if qualifying senior citizen)

* A combined water and sewer installation will receive half of the refundable deposit (\$500.00 for regular lines and \$750.00 for main lines) following installation by an authorized contractor and proper clean-up of the area. The remaining half of the deposit will be returned after one year of service if no problems have developed.

City Fire and County Landfill cost

Monthly fee \$10.00

Private Garbage Collection cost

Monthly fee \$13.00

Building Permit Application cost

Fountain Green City \$20.00 for auxiliary building over 200 square feet;
\$75.00 for house

Sanpete County \$10 for auxiliary building under 200 square feet

\$ amount varies based on structure's valuation

Setback Verification cost

Fountain Green City \$10 for setback verification on any building

Sanpete County No charge & no inspections

8 Fountain Green City Officials

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)
Building Inspection Department of Sanpete County	435-835-2113

9 Glossary of Terms

- **Plat Map** – A map prepared per Utah Code §10-9-804 showing property dimensions, size in acres, serial number, and ownership. Typically obtained from the County.
- **Plot Plan / Plot Map** – A plan prepared by the property owner or designee that shows property dimensions, property lines, serial number, owner's name, cardinal directions, roadways, existing structures, and planned construction as it will be situated on the lot.
- **Frontage** – The portion of a lot, plot, or parcel designated for approach, or as the front, that generally abuts a street.
- **Setback** – The required minimum distance between a building or structure and the closest property line, platted or existing street, curb, or other building. Measured from the closest wall or other supporting structure, such as columns or pillars.
- **Federal Emergency Management Agency (FEMA)** – An agency of the US government dedicated to rapid response to both man-made and natural disasters.
- **National Flood Insurance Program (NFIP)** – A program administered by FEMA that aims to reduce the impact of flooding on private and public structures by providing affordable insurance to property owners, renters and businesses and by encouraging communities to adopt and enforce floodplain management regulations.
- **Special Flood Hazard Area (SFHA)** – An area identified by FEMA as an area with a special flood or mudflow, and/or flood related erosion hazard, as shown on a flood hazard boundary map or flood insurance rate map.
- **Floodplain Development Permit (FDP)** – A permit mandated by FEMA and administered by the City Floodplain Administrator for proposed construction or development in a floodplain to ensure that proposed development projects meet the requirements of the NFIP and the community's floodplain management ordinance.
- **Letter of Map Amendment (LOMA)** – An official amendment, by letter, to an effective National Flood Insurance Program (NFIP) map establishing a property's location in relation to the Special Flood Hazard Area (SFHA). LOMAs are usually issued because a property has been inadvertently mapped as being in the flood plain but is actually on natural high ground above the base flood elevation.
- **Flood Hazard Mitigation Features** – Manmade or natural features, such as earthworks or drainage, designed for the management and control of flood water movement.