

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 unfortunately cannot be considered by Planning and Zoning and must be rescheduled for consideration at a future month's meeting.

(revised 04/13/2023)

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1 Getting Started

Welcome to all those wanting to build, remodel, or landscape property 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 and 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 sq.ft. (homes, sheds, accessory buildings, etc) with or without utilities.
 - Sheds under 200 sq.ft. 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 structure greater than or equal to 200 sq.ft. 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 sq.ft. 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 FEMA SPECIAL FLOOD HAZARD AREA**
 - IF your property is in a flood hazard area, FIRST get a floodplain development permit and application from the City.
 - Floodplain development may require services of an engineer specializing in floodplain development and/or obtaining a Letter of Map-Amendment (LOMA)
- [] **2. Obtain 4 copies of your property's PLAT MAP**
 - 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).
 - Existing structures on the lot.
 - Structure(s) to be built with distances between structures and setbacks annotated.
- [] **4. Prepare**

1 copy of architectural BUILDING PLANS (of sufficient size and font to be easily legible) **plus an 8 ½"x11" copy**

 - Plans for new house construction or pre-fab homes must be professionally prepared.
 - Need an 8 ½"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 accessory 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 stamp and signature of the City Recorder.
 - Pay application fee (\$20 for accessory 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. 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.
- [] **9. Verify your setbacks with City Public Works Official by appointment**
 - Setbacks should be verified at layout/marketing, then again at start of construction.
- [] **10. Submit your approved permit and plans to Sanpete County**
 - Accessory structures of 200 sq feet or less 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) be applied for and obtained prior to work. Property owners applying for such a 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; its location on the lot in relation to all neighboring structures; as well as showing the distance for every required setback – front, rear, and either side – from all neighboring structures and 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 meeting 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 Architectural 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. Remodeling of existing structures and construction of sheds or other accessory 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 accessory 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 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 the 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/stamp 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 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; (d) and, 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 contacts.

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. Sadly, 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. For example, construction of a new structure may require an existing shed be torn

down or moved in order to preserve setbacks, ensuring distances between buildings are enough to provide appropriate access and/or slow the spread of a fire.

4.9 Verify your setbacks with City Public Works Official by appointment

Now that your project is approved, you can start work. In order to verify your construction is done per the plot plan and architectural plans submitted to the Commission and in order to ensure safe 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.

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

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 architectural drawings. 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 accessory 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/Accessory Buildings (Land Use Ordinance, Chapters 7.2-3 or 7.3-3, 7.4-3 or 7.5-3)

- There are two-foot side and rear setbacks for all auxiliary buildings behind property midpoints, 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 accessory 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, whether on the same or adjoining properties, with the exception of adjoined/attached structures.

5.4.1 Accessory buildings housing animals (i.e. barns, sheds, kennels, etc)

In addition to the general requirements for all auxiliary/accessory buildings, the following requirements apply to accessory buildings housing animals:

- Must be placed behind property midpoints. Lots larger than one acre will use the same midpoints as a square one-acre lot.

5.4.2 Accessory buildings not housing animals (i.e. garage, workshop, greenhouse, etc)

In addition to the general requirements for all auxiliary/accessory buildings, the following requirements apply to accessory buildings not housing animals:

- Must have at least a 25 feet setback from the front of the property.
- Auxiliary building side setbacks in front of property midpoints remain 12 feet from property lines not bounding a street right-of-way, where they remain 25 feet. Corner lots have a 25 foot setback facing both street rights-of-way (front and side) that apply to any building.

5.5 Fences (Land Use Ordinance, Chapters 7.2-4 or 7.3-5, 7.4-5 or 7.5-5)

- Non-agricultural, solid (sight-obscuring) fence has a maximum height of three and one-half feet on property frontage along a dedicated street.

- Non-agricultural, solid fence on both sides of the entrance of a driveway for 25 feet must not exceed three and one-half feet.
- Corner lots – To preserve sight triangles at intersections for safety, the first 50 feet of non-agricultural, solid (sight-obscuring) fence along a corner lot's front and side yards adjacent to a street must not exceed three and one-half feet.
- Outside of the sight line triangle or driveway entrance, a non-agricultural, solid 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 must also be pruned to no higher than 3 ½' and no lower than 7 ½' to leave a line of sight triangle at intersections.

6 Examples & Illustrations

Figure 6-1: Lot Setbacks and Coverage Standards

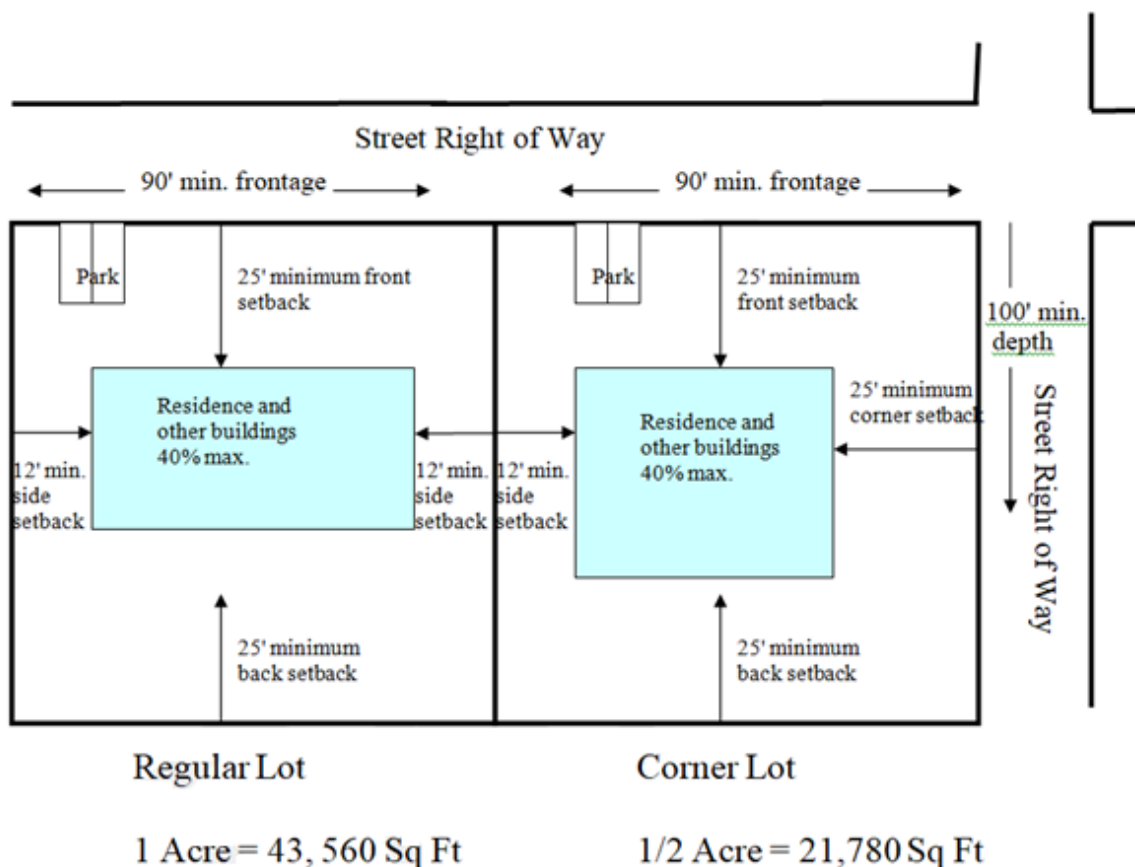
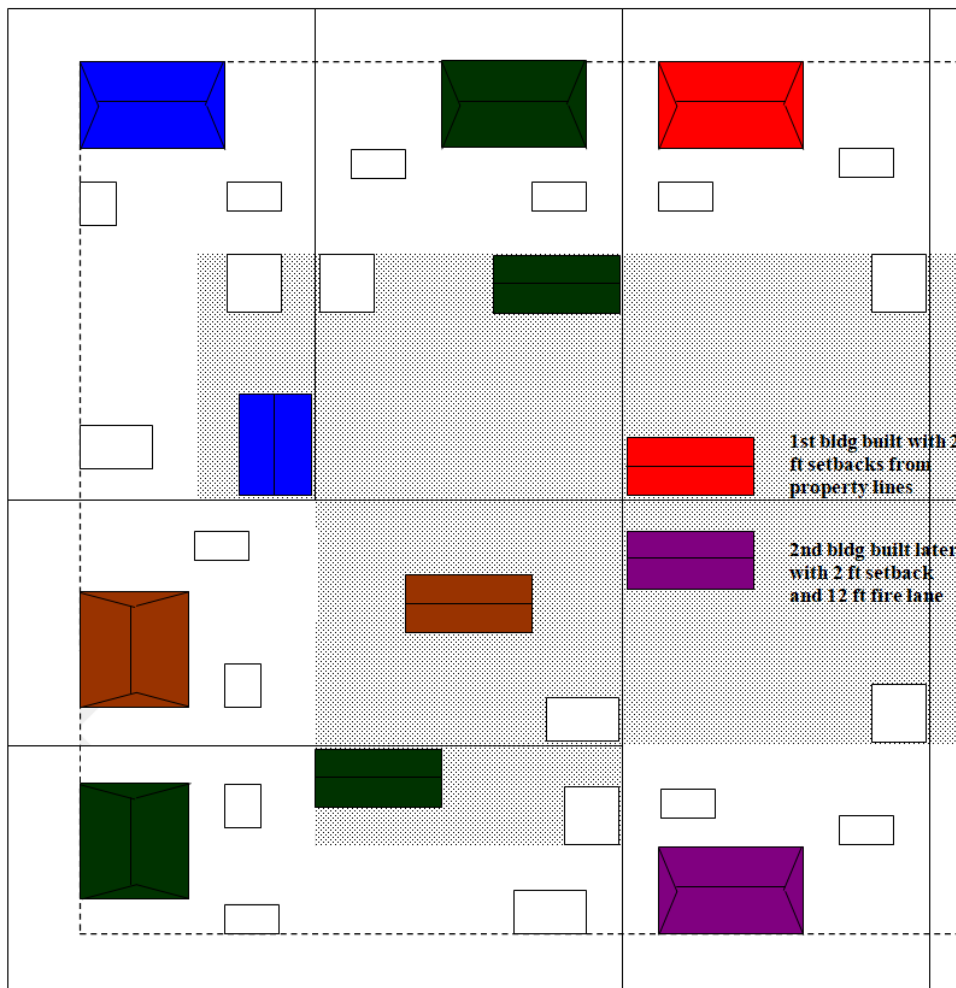
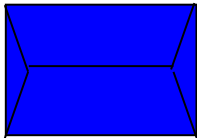







Figure 6-2: House and Auxiliary Building Standards



Key Symbols

 50' X 40' House	 40' X 22' Animal Shed or Barn with Animals.
 Area Behind Property Midpoints	 12' X 17' and 20' X 22' Auxiliary Buildings
	 Property Line
	 25' Setback

Note 12-foot auxiliary building side setbacks before property midpoints and 2-foot side setbacks behind property midpoints. Barns and animal sheds must be behind property midpoints.

Figure 6-3: Plat Map Example (Retrieved from the County Recorder)

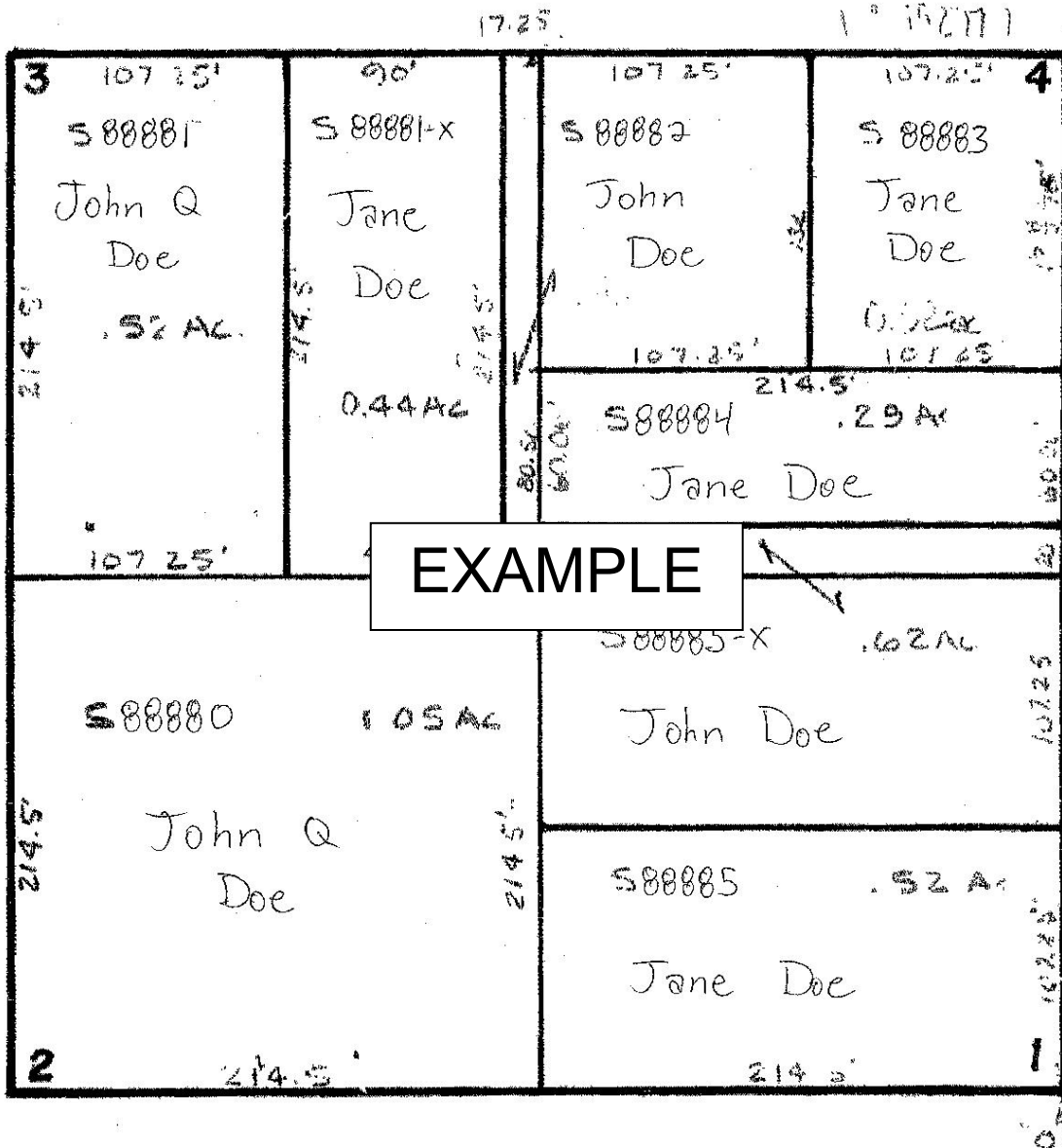


Figure 6-4: Plot Plan Example (prepared by the applicant)

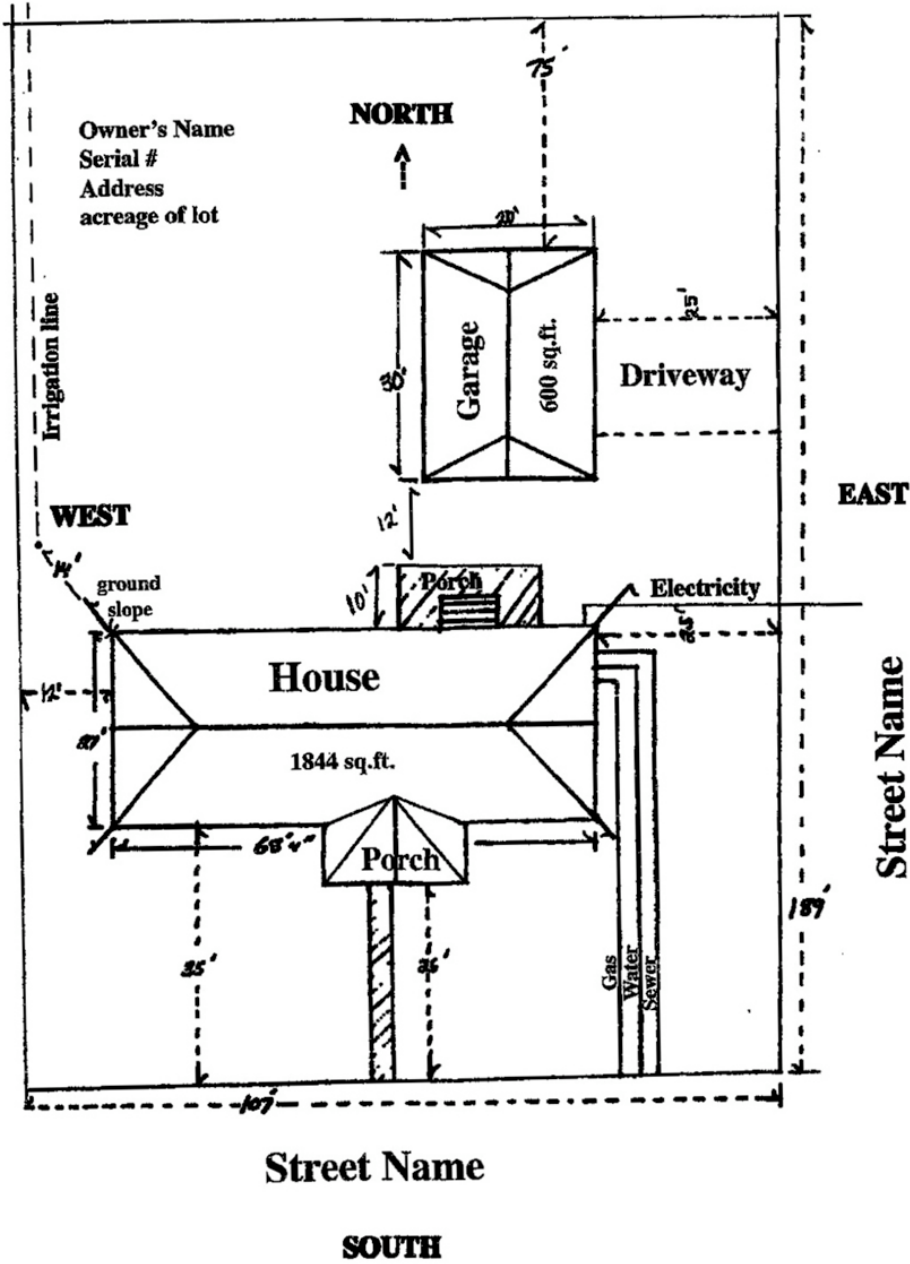


Figure 6-5: Setback Verification Form (example)

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		EXAMPLE		Property Line Setbacks and Direction	Min.	Actual
Owner's Address (include PO Box)				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			
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				<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 (example)

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)	_____ g Commission Stamp (above) Signature _____															
Existing Use of Parcel	Intended Use of Parcel	Department (and Fee) Signatures															
<input type="checkbox"/> Vacant <input type="checkbox"/> Agriculture <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Single Family <input type="checkbox"/> Commercial <input type="checkbox"/> Other (Specify) _____	Fire _____ Irrigation _____ Sewer (Fee Paid) _____ Water (Fee Paid) _____															
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 _____															
		Home Construction: <input type="checkbox"/> Stickbuilt <input type="checkbox"/> Manufactured															
		<table border="1"> <thead> <tr> <th>Floors</th> <th>Dimensions</th> <th>Square Feet</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Floors	Dimensions	Square Feet												
Floors	Dimensions	Square Feet															
APPLICANT, PLEASE READ CAREFULLY! 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's Signature _____ Date _____		Carport _____ <table border="1"> <thead> <tr> <th>Property Line Setbacks and Directions</th> <th>Min.</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Front (faces street)</td> <td>25 ft</td> <td> </td> </tr> <tr> <td>Rear (back)</td> <td> </td> <td> </td> </tr> <tr> <td>Side</td> <td> </td> <td> </td> </tr> <tr> <td>Side</td> <td> </td> <td> </td> </tr> </tbody> </table> 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.	Property Line Setbacks and Directions	Min.	Actual	Front (faces street)	25 ft		Rear (back)			Side			Side		
Property Line Setbacks and Directions	Min.	Actual															
Front (faces street)	25 ft																
Rear (back)																	
Side																	
Side																	

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)		EXAMPLE		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 requested for measurement of setback		EXAMPLE		Date _____		
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.				No Utilities !! No Human Occupancy !!!		
Owner Signature(s): _____ _____						
Date _____						

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

Figure 6-8: Utility Services Application (example)

**FOUNTAIN GREEN CITY RESIDENTIAL/COMMERCIAL
UTILITY SERVICES
260 West 100 North
FOUNTAIN GREEN, UTAH 84632 * (435) 445-3453**

Owner/Customer Name: _____ Connect Date: _____
Service Address: _____ Date of Birth: _____
Mailing Address _____
Phone# _____ Drivers License#: _____

Employer _____
Employer's Address _____

Spouse/Roommate _____
Drivers License # _____

EXAMPLE

Name of Relative _____ Phone # _____
Address _____

Personal Reference _____ Phone# _____
Address _____

IMPORTANT!!! IS THERE A PERSON LIVING WITH YOU AT THIS ADDRESS THAT OWES FOUNTAIN GREEN CITY A PAST UTILITY BILL? YES ___ OR NO ___. IF YES, SERVICES WILL NOT BE PROVIDED!

I hereby make application to the Fountain Green City Utility Department for service and guarantee payment for the said service in accordance with resolution 121913. This resolution states in item #6 that a \$200.00 refundable security deposit will be required with a provision that all utilities are due on the 20th of the month and are considered late if not paid by the 30th of the next month (60 days) and are considered late if not paid by the 30th of the next month (60 days) of the date of the shut off notice (90 days), a **SHUT-OFF NOTICE** will be issued. If the customer does not pay the bill by the 30th of the next month (60 days) of the date of the shut off notice (90 days), the service will be disconnected and will not be reconnected until arrangements have been made with Fountain Green City which include: (1) Past Due amount or Balance is paid in full (2) A \$25.00 re-connect fee is paid, and (3) All conditions of #6 are met.

EXAMPLE

In the event that a property is vacant, the property owner may request to voluntarily abandon the water service. Request must be made in writing to Fountain Green City. A fee of \$400 will be assessed and any balance owing must be paid in full prior to abandoning the 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 AMOUNTS _____ DATE OF DEPOSIT: _____

7 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	\$30.75 (\$18.75 if qualifying senior citizen)

Water hook-up & Usage

¾ Inch line*

Impact fee	\$2,000.00 + \$203.00 for meter
Monthly fee	\$39.75 (\$34.25 if qualifying senior citizen)

1 Inch line*

Impact fee	\$2000.00 + \$322.00 for meter
Monthly fee	\$39.75 (\$34.25 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
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Private Garbage Collection cost

Monthly fee	\$11.00
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Dog License cost

Regular annual fee	\$10.00 (if neutered) / \$15.00 (if not)
Kennel annual fee	\$100.00 (four or more dogs)

Building Permit Application cost

Fountain Green City	\$ 20.00 for accessory building; \$75.00 for house
Sanpete County	\$ amount varies based on structure's valuation

Setback Verification cost

Fountain Green City	\$10 for accessory building less than 200 sq.ft. without utilities
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 floodplain, 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.

Fountain Green Planning Commission

CITIZEN'S GUIDE TO THE BUILDING PROCESS (for structures less than 200 sq.ft. without utilities)

NOTE:

Although structures less than 200 sq.ft. 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 04/13/2023)

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 and 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 accessory 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 of equal to or greater than 200 sq.ft. (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 sq.ft. without utilities.
- Installation of storage containers, carports, pergolas, or other structures without a permanent footing if they are less than 200 sq.ft. 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 FEMA SPECIAL FLOOD HAZARD AREA.**
 - IF your property is in a flood hazard area, FIRST get a floodplain development permit and application from the city.
 - Floodplain development may require services of an engineer specializing in floodplain development and/or obtaining a Letter of Map-Amendment (LOMA)
- [] **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 4 copies for the Planning Commission to study.
 - A plat map shows property dimensions, acreage, serial number, and ownership.
- [] **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).
 - Existing structures on the lot.
 - Structure(s) to be built with distances between structures and setbacks annotated.
- [] **4. Obtain and complete a Setback Verification Form from the City.**
 - Pay application fee of \$10.
 - Fill out setback form with name, address, and phone number – return it to the City Hall.
 - Make appointment for verification of setbacks.
- [] **5. Accessory structures of less than 200 sq feet without utilities do not need County approval or inspection. Accessory 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) be applied for and obtained prior to work. Property owners applying for such a 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 meeting are considered binding.

Construction of a new structure may require an existing shed be torn down or moved in order to preserve setbacks, ensuring distances between buildings are enough to provide appropriate access and/or slow the spread of a fire.

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 accessory buildings and structures to cover no more than 40% of the lot or parcel of land.

5.2 Auxiliary/Accessory Buildings (Land Use Ordinance, Chapters 7.2-3 or 7.3-3)

Sheds or other accessory buildings with less than 200 sq.ft. (without utilities) do not require a County building permit. Such structures, however, do require a City Setback Verification form in order to ensure that setbacks and fire lanes are properly planned 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 and safe distances are maintained between structures and property lines.

- There are two-foot side and rear setbacks for all auxiliary buildings behind property midpoints, though corner lots have a 25 foot setback facing both street right-of-ways (front and side) that apply to any building.
- In front of property midpoints, auxiliary buildings have 12 feet setbacks to the sides of the property.

- The roofs of all accessory 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, whether on the same or adjoining properties, with the exception of adjoined/attached structures.

5.2.1 Accessory buildings housing animals (i.e. barns, sheds, kennels, etc)

In addition to the general requirements for all auxiliary/accessory buildings, the following requirements apply to accessory buildings housing animals:

- Must be placed behind property midpoints. Lots larger than one acre will use the same midpoints as a square one-acre lot.

5.2.2 Accessory buildings not housing animals (i.e. garage, workshop, greenhouse, etc)

In addition to the general requirements for all auxiliary/accessory buildings, the following requirements apply to accessory buildings not housing animals:

- Must have at least a 25 feet setback from the front of the property.
- Auxiliary building side setbacks in front of property midpoints remain 12 feet from property lines not bounding a street right-of-way, where they remain 25 feet. Corner lots have a 25 foot setback facing both street right-of-ways (front and side) that apply to any building.

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

- Corner lots – To preserve sight triangles at intersections for safety, the first 50 feet of non-agricultural, solid (sight-obscuring) fence along a corner lot's front and side yard adjacent to a street must not exceed three and one-half feet.
- Non-agricultural, solid fence on both sides of the entrance of a driveway for 25 feet must not exceed three and one-half feet.
- Outside of the sight line triangle or driveway entrance, 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 must also be pruned to no higher than 3 ½' and no lower than 7 ½' to leave a line of sight triangle at intersections.

6 Examples & Illustrations

Figure 6-1: Lot Setbacks and Coverage Standards

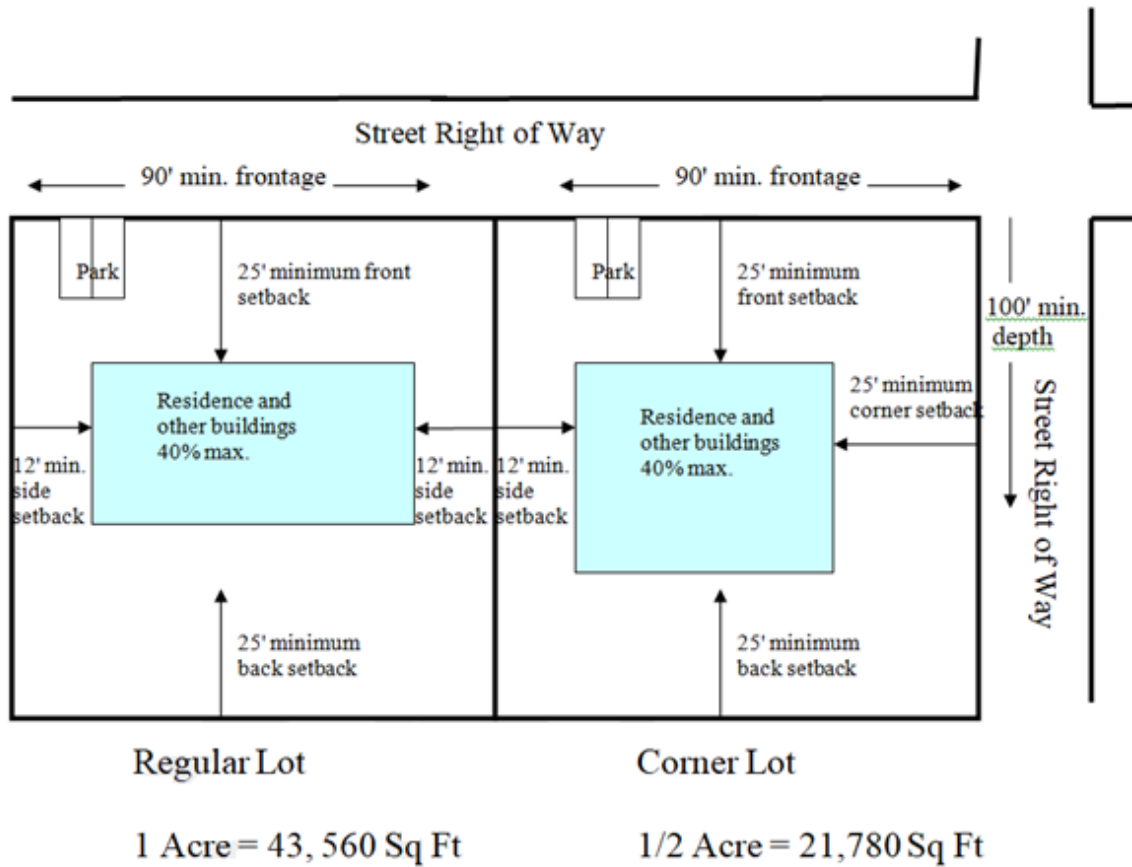
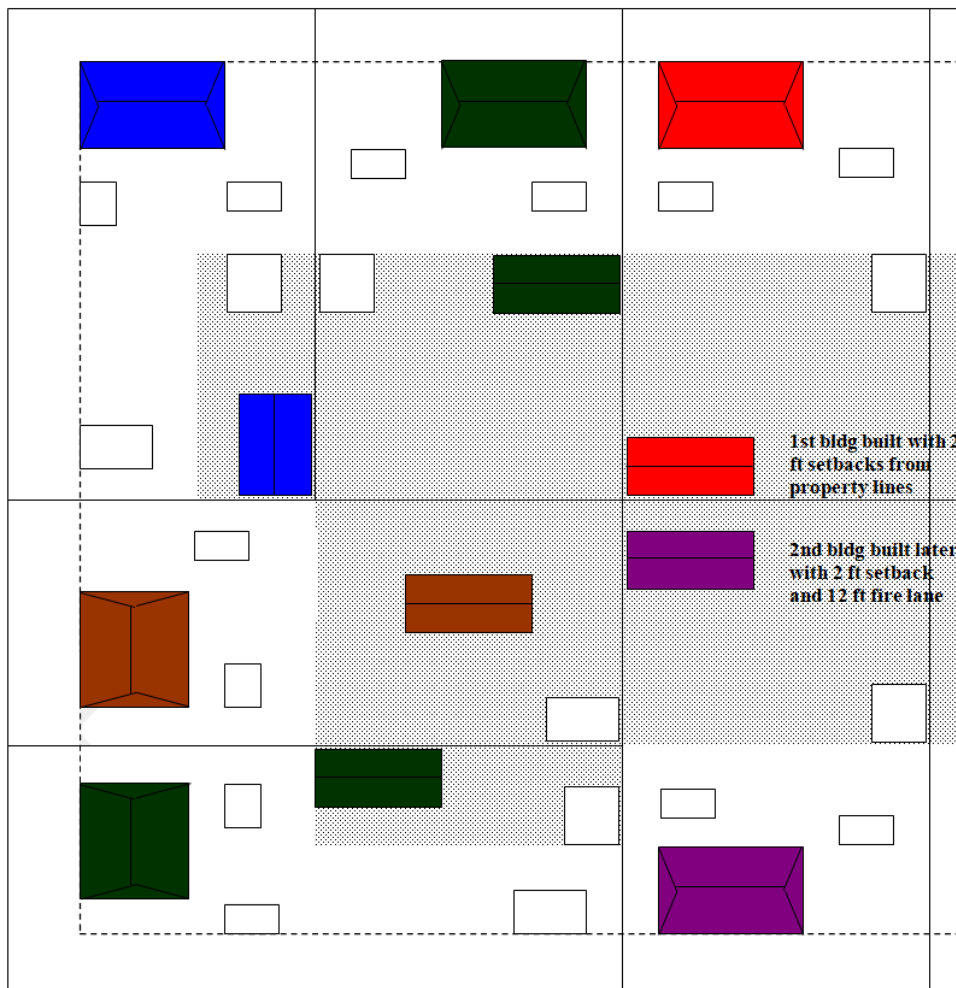
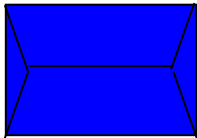







Figure 6-2: Auxiliary Building Standards



Key Symbols

 50' X 40' House	 40' X 22' Animal Shed or Barn with Animals.
 Area Behind Property Midpoints	 12' X 17' and 20' X 22' Auxiliary Buildings
	 Property Line
	 25' Setback

Note 12-foot auxiliary building side setbacks before property midpoints and 2-foot side setbacks behind property midpoints. Barns and animal sheds must be behind property midpoints.

7 Fountain Green City Officials

Public Works Director, Curt Nielsen	801-386-3863 (cell)
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