

**CITY OF PLATTE**  
**BUILDING PERMIT APPLICATION**  
 Each building site must have a separate site plan

*Applicant to complete numbered spaces only.*

1. Job Address				<b>Owner</b>	<b>Job Address</b>	
2. Legal Description of Construction Site						
3. Owner	Mailing Address	Phone				
4. Contractor (if self, write self)	Mailing Address	Phone				
5. Type and Use of Building						
6. Class of Work (mark one) <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Remove						
7. Describe Work (include dimensions, type of construction, etc):						
8. Valuation of Work:    \$						
9. Special Conditions:						

Application Accepted By:	Site Plans Checked By:	Approved for Issuance By:
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**NOTICE**

This permit will expire if work or construction authorized is not commenced within ninety (90) days or construction is not substantially completed within one (1) year for residential or two (2) years for commercial activities from the date of issuance of said permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of the City of Platte Zoning Ordinance or any other federal, state, or local law regulating construction activities or the use of any property.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

For City Officials Use Only	
Zoning District	Property/Parcel/Lot Size
Variance Required?    Yes    No If yes, describe variance:	
Planning Commission Recommendation	
When properly validated (in this space), this is your permit.  The above application is hereby approved.  Building Permit Number: _____	
Zoning Administrator or Authorized Representative	Date

# CITY OF PLATTE SITE PLAN REQUIREMENTS

A site plan should show both existing and proposed features of the property. This may include site features such as lot lines and streets; and land use features such as buildings, storage areas, driveways and access from a public right-of-way, and parking areas. The plan should also show all applicable dimensions.

The plan need not be drafted by a professional draftsman, however, it must be both clear and legible. It must include a north arrow, should be drawn to scale, and must include all applicable features of the property. You should include all the information that would help explain your proposal.

An inadequately prepared site plan may result in the deferral of the application until an appropriate plan has been completed. Remember, the plan should answer many of the questions about the proposal. When preparing your site plan make sure that the plan:

- ✓ is (preferably) drawn to scale
- ✓ includes a north arrow
- ✓ includes property lines
- ✓ shows all dimensions of structures
- ✓ includes all structures (existing and proposed) and setbacks from property lines
- ✓ includes appropriate roads, driveways, or parking areas
- ✓ is CLEAR and LEGIBLE!

