

Atwood Kansas 3-Step Building Permit Process & Setbacks Per Zoning District

Step 1-Fill out the application (Page 2) and draw the proposed project/building(s) and surrounding area in the box (Page 3) or provide engineer drawings and return to Atwood City Hall, 106 S. 3rd Street, Atwood KS 67730 (make the check or money order payable to the City of Atwood.)

Step 2 – Contact Kansas One – Call, aka Dig Safe, at 1-800-DIG-SAFE (1-800-344-7233) or at www.kansasoncecall/homeowners and have utilities flagged at the proposed site. Once you have returned the form and fee to City Hall, and **after DIG SAFE** are in place, proceed to Step 3.

Step 3 – **Notify city hall at 785-626-9462 that Step 1 & 2** are complete and your site will be inspected. Please note, an inspection will take place within ten (10) days of receipt of the application. And, depending on the project site’s location, various zoning regulations may require the project to be adjusted to make it feasible. If you have any questions, please feel free to contact city hall at the phone number listed above.

Setbacks Per Zoning District							
City Easements are 40’ from center of an 80’ street to the front yard (50’ from center of 100’ wide street), plus front yard measurement listed below (for corner lots easement applies both ways). Alley easements are 12.5’ (25’ alley) or 15’ (30’ alley), plus, 5’ to back yard.							
District	Minimum Lot Area	Minimum Lot Width	Front Yard	Side Yard	Rear Yard	Max. Height	Max. Lot %
A-1 Agricultural	3 Acres	160 feet	40 feet	16 feet	40 feet	2.5 stories or 35 feet	N/A
R-1 Single Family	7,000 sq. ft.	50 feet	25 feet	8 feet	10 feet	2.5 stories or 35 feet	30%
R-2 Duplex	8,000 sq. ft.	50 feet	25 feet	8 feet	10 feet	2.5 stories or 35 feet	30%
R-3 Multi-Family (max. 16 units)	6,000 sq. ft.	16 (500 sq. ft.) units per acre	25 feet	10 feet	10 feet	3 stories or 45 feet	30%
M-P Mobile Home Park	2 acres (lot space 45’ x 90’)	200 feet	30 feet	30 feet	30 feet	1.5 stories or 25 feet	See Code Sec. 46-285
M-H Mobile Home Sub-division	2 acres (7,000 sq. feet)	50 feet	25 feet	8 feet	10 feet	1.5 stories or 25 feet	See Code Sec. 46-286
C-1 Retail Business District	None, unless req. by fire code	None	None	None (unless R-1 then 10 feet)	None	3 stories or 45 feet	Depends on business
C-2 Highway Business District	5,000 sq. feet	50 feet	15 feet	None (unless R-1 then 10 feet)	15 feet	3 stories or 45 feet	Depends on business
M-1 Light Industrial	5,000 sq. feet	50 feet	20 feet	10 feet	25 feet	3 stories or 45 feet	N/A
M-2 Heavy Industrial	5,000 sq. feet	50 feet	25 feet	None (unless R-1 then 15 feet)	20 feet	3 stories or 45 feet	N/A

BUILDING PERMIT APPLICATION

- I hereby make application for a Building Permit as cited below in order to conduct building trade business within the City of Atwood, Kansas 67730 and **provide proof of Renovator Certification:**
 Yes _____ No _____ (initial here) OR
- I certify I will perform the work and it will not be done by a licensed contractor, and likewise, I may be subject to the final approval of the compliance officer for work performed: Yes _____ No _____ (initial here)

Estimated Project Cost: \$ _____

Project Address: _____

Fee Information

(check one below (AMO#774, 2004))

Zoning Area

- _____ \$30.00 – project <\$5,001
- _____ \$50.00 – project > \$5,000
- _____ \$100.00 – Appearance Application
- _____ \$100.00 – Lot Split
- _____ \$200.00 - Conditional Use
- _____ \$200.00 – Change of Zoning
- _____ \$200.00 – Platt Approval
- _____ \$200.00 – Plan Unit Development

- _____ A-1 Agriculture
- _____ R-1 Single Family Residential
- _____ R-2 & R-3, Multi-family Residential
- _____ R-3 Multi-Family Residential
- _____ C-1 Retail Business
- _____ M-H Mobile Home Subdivision
- _____ M-1 Light Industry/M-2 Heavy Industry
- _____ Height Regulated/Public Utility Facility

DIG SAFE Ticket No: _____

Construction Type
(check all that apply)

- _____ **Masonry**
- _____ **Concrete**
- _____ **Frame**
- _____ **Metal**
- _____ **other – please specify** _____

FIGURED BY PUBLIC OFFICER

Lot Size	Width _____ feet	Depth _____ feet	Square Feet _____	Percentage of Lot Use _____
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Outside dimensions of ALL buildings on property:			
Length (in feet) _____	Width (in feet) _____	Height(in feet or stories) _____	Square Feet _____
Length (in feet) _____	Width (in feet) _____	Height(in feet or stories) _____	Square Feet _____
Length (in feet) _____	Width (in feet) _____	Height(in feet or stories) _____	Square Feet _____
Length (in feet) _____	Width (in feet) _____	Height(in feet or stories) _____	Square Feet _____
Length (in feet) _____	Width (in feet) _____	Height(in feet or stories) _____	Square Feet _____

I understand the permit shall set for the kind of work in which I/my contractor may engage. I shall display the permit at the project site. I understand the permit shall be renewable semi-annually. I understand it shall be unlawful for any person, firm or corporation to contract for any kind of work covered by the project without having a valid permit issued by the City to perform such work (Zoning Code Adopted 2001). If any material information provided by me is later determined to be false, omitted, misrepresented or incorrect the permit is automatically revoked, null and void.

Signature of Applicant or Authorized Agent **Date**

FOR OFFICE USE ONLY

Rejected/Reason: _____
 on this _____ day of _____, 20____, _____

Atwood City Building Permit

No: _____

Project Address: _____

Applicant or Authorized Agent: _____

Mailing Address: _____

City State Zip: _____

Phone Number: _____

Date Work Will Commence: _____

Expected Completion Date: _____

Project Specifics

(check all that apply)

_____ Construction

_____ Renovation (changes to structural integrity) _____ Yes _____ No

_____ Demolition (check one) _____ single family _____ mult-family _____ commercial

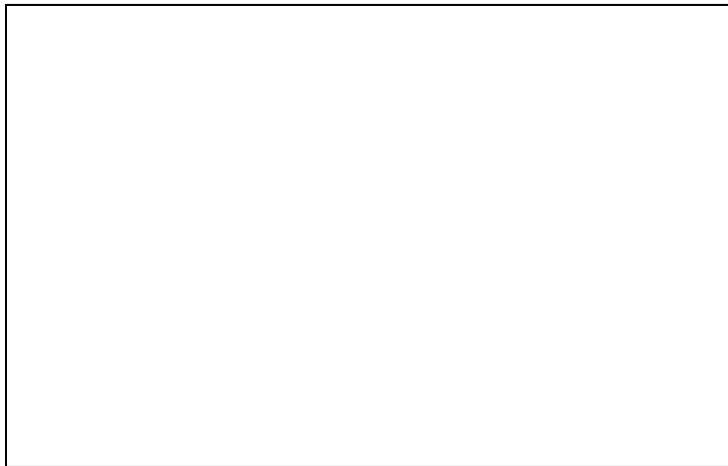
describe debris disposal method: _____

_____ Home-Based Business (Sec. 46-254) (type) _____

Project as outlined in box below

(borders of box depicts lot boundaries)

NORTH



THIS PERMIT VOID IF PROJECT
NOT STARTED WITHIN 180
DAYS OF APPROVAL DATE

THIS PERMIT SHALL BE POSTED AT
PROJECT SITE UNTIL COMPLETED

SOUTH

_____ **Approved, Public Officer** this _____ day of _____, 20____.

To review Atwood Municipal Code visit www.municode.com