



**APPLICATION FOR ZONING APPROVAL MANUFACTURED UTILITY SHED**

**Fee:** \$35.00

**Reference:** Municipal Code Section 500.085

**INSTRUCTIONS:**

Type or print in ink only and fill out completely. Please consider that an incomplete application can cause unnecessary delays in the permit process. Submit three (3) separate copies of your plot (site) plan showing existing structures with manufactured utility shed and its perpendicular distances to the lot lines and from other structures on the lot, if any. These requirements apply to most installations; however, the Building Inspector may determine that unusual circumstances dictate the need for additional information on any particular project.

DATE: \_\_\_\_\_ APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE-ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ *IF RENTAL, INCLUDE OWNERS PERMISSION*

LOT #: \_\_\_\_\_ BLOCK #: \_\_\_\_\_ DATE TO BE COMMENCED: \_\_\_\_\_ COMPLETED: \_\_\_\_\_

TO BE INSTALLED BY: \_\_\_\_\_ OWNER \_\_\_\_\_ CONTRACTOR \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ COST OF SHED \$ \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

Dimensions \_\_\_\_ x \_\_\_\_ Height: \_\_\_\_\_ Construction Material: \_\_\_\_\_

Foundation Type : \_\_\_\_\_ Anchoring Method: \_\_\_\_\_

I hereby certify that the information contained in this application is correct. I certify that the building will be placed as shown on the plot plan and that the building will be erected in accordance with manufacturer's instructions.

SIGNATURE OF APPLICANT: \_\_\_\_\_

**\*\*PLEASE SEE REVERSE SIDE OF FORM FOR SUMMARY OF PROCEDURES AND REGULATIONS\*\***

FOR OFFICIAL CITY USE ONLY		
Permit #: _____	Conditional Use: Yes or No	Date Received _____
Owner Approval: _____	Cert. of Insurance: Yes or No	
<b>Building Inspector</b> (sign & date):		Paid: _____
Remarks _____		(Official's initials & date)
Disapproved as noted on drawings: _____		
Approved as noted on drawings: _____		

## SUMMARY OF PROCEDURES AND REGULATIONS

The City requires three (3) copies of the plot plan showing property dimensions, easements and locations of the proposed addition and the existing structures on the lot. All zoning requirements must be maintained. A partial list follows:

- ▶ All detached (i.e., accessory building) structures must be ten (10) feet from any existing structures, and a width of 10% of the total distance along the building line, but not less than five feet (5) from side property lines and ten (10) feet from the rear property line.
- ▶ All accessory buildings must be anchored

It is very important that you fill in all spaces on the application. "Lot NO." and "Block NO." are very important. If you do not know the Lot or Block number of your property, look on your Deed or call the lending institution holding your deed.

The Building Inspector will check "Approved" or "Disapproved" and fill in "Remarks" in the "For Official Use Only" box, where applicable.

After you have completed your application and attached the three sets of plot plans and drawings, you may bring them to City Hall with the \$35.00 fee. When the Building Inspector has approved your plans, you will be notified. You may then pick up the approved paperwork at City Hall during normal business hours (9:00 a.m. - 4:00 p.m., Monday through Friday).

### HELPFUL NOTES:

- A. The following Codes must be followed:
  1. 2006 International Building Code
  2. St. Louis County Electrical Code
  3. St. Louis County Plumbing Code
  4. Winchester Zoning Ordinance
  5. Winchester Housing Code
- B. City streets are to be kept clear of mud, rock, concrete or any other materials related to the proposed construction.
- C. The "Authorized Sheet" is to be posted in a conspicuous place at the street side of the building. A suggested place is a front window.
- D. The City of Winchester requires an inspection to be performed as described below:

### *Final after all work is complete.*

Applicant is responsible for notifying the appropriate officials for a timely inspection. Failure to do so will result in work being stopped and a court summons being issued.

- E. Manufactured Utility Shed permits are issued for one (1) year only. If the work will not be completed within one (1) year, the Owner may ask for an extension. To obtain this extension, the request must be made in writing three (3) months prior to the end of the permit.