

Fountain Green City
Planning Commission

Quick Reference

for

Building & Zoning

ATTENTION! Please read the instruction pages "What Do I Do Now?" # 1 - 11. If your application is not complete, you will have to reschedule to be on the Agenda the following month.

(updated December 2014)

What do I do now?

1. If the property that you plan to build on is in a Federal Emergency Management Agency (FEMA) Special Flood Hazard area, you will need to obtain a Floodplain Development Permit (FPD) and Application from the City. The FPD Permit may require the assistance of a professional engineer (preferably a flood-plain certified engineer) to plan mitigation measures for any flood hazard or provide reason for a Letter of Map Amendment (LOMA). The FPD Permit or LOMA must be approved before proceeding.
2. You already have the Fountain Green City Planning Commission Quick Reference for Building and Zoning so you need to pick up a building permit application packet. For buildings with power, water, and/or sewer, the building permit and setback verification forms must be filled out. For buildings without power, water, or sewer, the auxiliary building permit and setback verification forms must be filled out.
3. The building permit application requires your name, residential address, address of building site, property (lot) serial number, lot frontage and depth dimensions, size in acres, description of the construction that you want to do, your signature and date. This must be filled out. You must also bring four* copies of a plat plan, four copies of a plot plan, and two copies of your building plans. *One for the Planning Commission, one for the Sanpete County Building Inspector, one for Fountain Green City, and one for your own records. **If your paperwork is not materially complete, your permit application will not be considered. You may reschedule to be on the Agenda for the following month.**
4. The plat plan shows your property dimensions, its size in acres, and the property serial number. It also indicates ownership of the property. A copy of the plat plan is available at the Sanpete County Courthouse in Manti, Utah. Building permits cannot be issued unless the property is in the owner's name, or the builder has a notarized legal document expressing the owner's permission for building construction to take place.
5. The plot plan shows your property dimensions and property lines, property serial number and owner's name, cardinal directions (N, S, E & W), roadways with the building to be constructed as it will be situated on the lot. Front, rear and side setbacks must be denoted along with building dimensions and square footage. You must also sketch to a reasonable scale the other buildings present on the lot. Required distances from present structures to the one to be built must also be shown.
6. Building plans for new house construction (stickbuilt) or manufactured housing are of the standard architectural type. Those for remodeling, or for sheds and other accessory buildings do not necessarily have to be standard architectural plans as long as they demonstrate with reasonable accuracy and detail the construction to be carried out.
7. For buildings that will be occupied by humans, you will need the official stamp and signature of the Fire Chief, Irrigation Master, the City Superintendent of Sewer and Water, and the City Recorder (for payment of fees) on the building permit application **BEFORE** applying to the Planning Commission! The Fire Chief must also stamp and sign the building plans. The fire department chief will need to examine your building plans to see if there is adequate egress in the case of fire, or if

there are fire hydrants within the prescribed distance of your home. The irrigation company must check your plans to see that you are not building over an existing irrigation pipe or easement. The sewer and water departments need to examine your plans so that they can determine how best to provide these services.

8. During this process, if you have any questions, you may consult the Fountain Green City General Plan, Zoning Ordinance and Subdivision Ordinance available at City Hall. You may also ask a Planning Commission member to answer general questions. However, such assistance is strictly voluntary and in no way determines subsequent actions of the Planning Commission. [Subdivision development is more complicated. This stepwise list does not release the developer's obligation to carry out the additional requirements noted in the Subdivision Ordinance.]

9. At this point you will make an appointment to be on the Planning Commission's agenda. The Planning Commission meets every second Thursday of each month. You must make the appointment by 4:00 PM of the first Thursday to reserve a place on the agenda.

10. If your building permit request meets the applicable zoning and building laws and ordinances of Fountain Green City, your request will be granted with the provision that you meet all additional requirements of the other city departments and pay the necessary fees to the City. You must pay sewer and water impact and connection fees before the city agent can sign your building permit application. The Planning Commission will keep a folder on your application. It will contain the Planning Commission's copy of your building permit application, plat plan and plot plan. The City will also keep its copy of your building permit application.

11. At this point you are ready to take your building permit application and materials to the Sanpete County Building Inspector's Office in Manti, Utah. The people in the office will need to receive their copy of the completed and approved building permit application, plat plan, plot plan and building plans. They will evaluate your building permit application according to the International Building Code, International Electrical Code, International Plumbing Code, International Fire Code, and Utah Uniform Building Standards Act as well as the Sanpete County and Utah State zoning laws and ordinances. Upon approval, you will be assessed a building permit fee based on the valuation of the structure to be built.

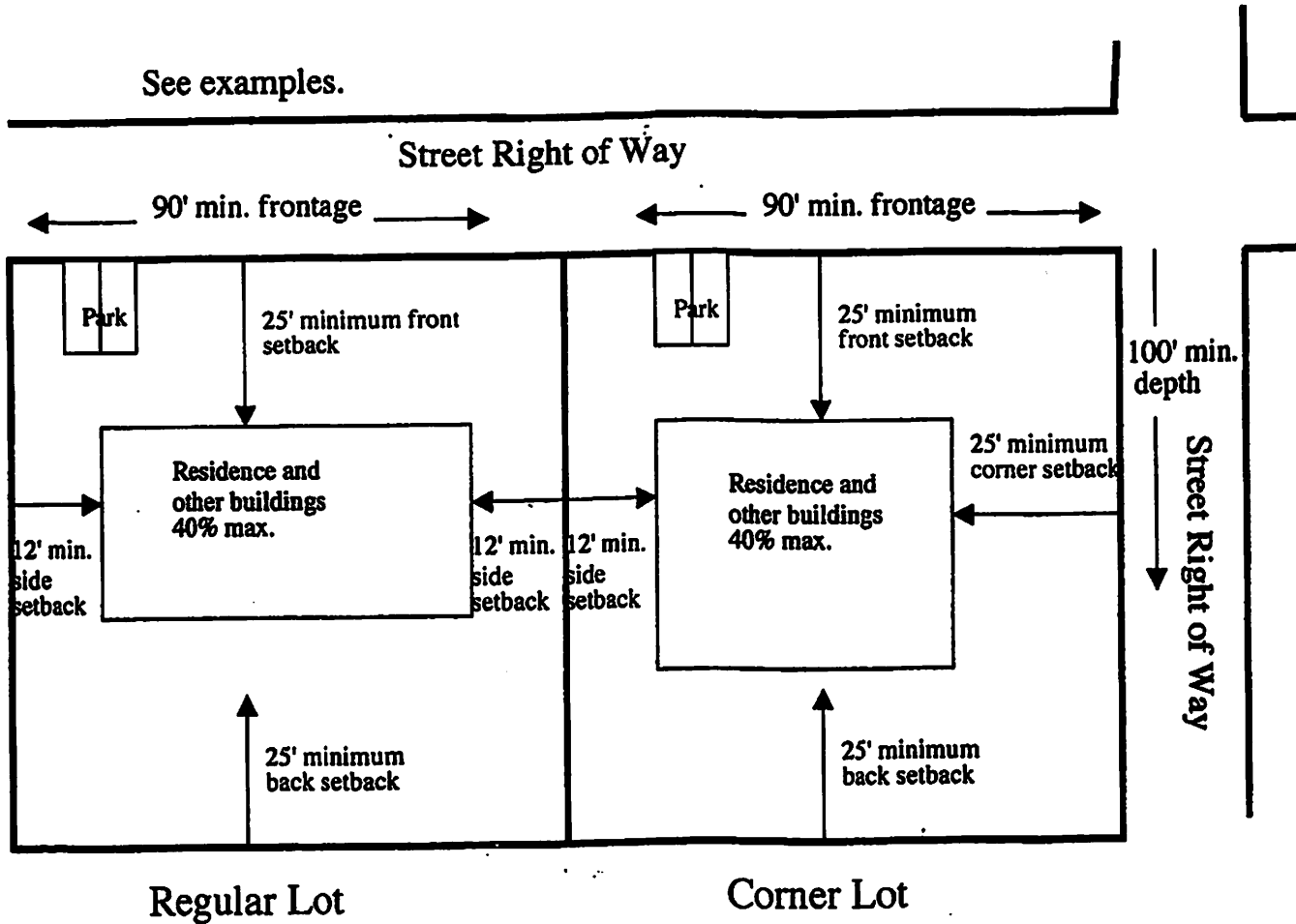
Sheds or other accessory buildings less than 200 square feet do not require a county building permit. They do require a completed city building permit application to ensure that setbacks are properly determined and enforced. In either case, city employees will need to assist you or your contractor in measuring property line setbacks to assure accurate placement of the structure to be built. At this point you will complete your portion of the short form Fountain Green City Building Setbacks Verification. On a date agreeable to both you, or your contractor, and the city employees, the setbacks will be measured. The city employees will need to see their copies of your plat and plot plans. They will also complete their portion of the short form indicating that the setbacks have been correctly measured. One copy of this goes in your city file or folder; the other two copies are for your records, and for the county building inspector, if requested.

Planning Commission

Quick Reference

- I. Statement of mission and purpose.
(Reference: General Plan -- Preface)
- II. Commission acts as a statutory body to recommend land use actions to the Fountain Green City Council.
- III. Commission grants approval or recommends disapproval of applications for the construction of:
 - A. Residences
 - B. Commercial structures
 - C. Accessory buildings
 - D. Others
- IV. Commission is bound by the following regulatory documents:
 - A. International Building Code
 - B. International Electrical Code
 - C. International Plumbing Code
 - D. International Fire Code
 - E. Utah Uniform Building Standards Act
- V. Applications are:
 - A. Presented to the Planning Commission for approval or recommendation of disapproval with procedures outlined in the General Plan.*
*Planning Commission meets the 2nd Thursday of each month. See "What Do I Do Now?" number 9.
- VI. Minimum requirements for construction of a residence.
 - A. Lot area. (See Land Use Ordinance, Chapters 7.2-3, 7.3-3, or 7.5-3)
 1. Lot size: 1/2 acre minimum.
 2. Frontage: minimum of 90 feet.
Depth: minimum of 100 feet.
 3. Only one dwelling on a parcel of land.
 4. All buildings including accessory buildings and structures to cover no more than 40% of the lot or parcel of land.
 5. Each lot will provide a minimum of two off-street parking spaces.
 - B. House size. (See Land Use Ordinance, Chapter 11.6)
 1. Minimum of 24 feet in width.
 2. Minimum of 40 feet in length.
 3. Maximum of 28' in height.
 4. Minimum of 960 square feet.

- C. Yard requirements. (See Land Use Ordinance, Chapters 7.2-3, 7.3-3, or 7.5-3)
1. Front and rear yards not less than 25 feet (from house to property line).
 2. Side yards not less than 12 feet (from house to property line), except
 3. Corner lots -- side yards not less than 25 feet (from house to property line).



Regular Lot

Corner Lot

1 Acre = 43, 560 Sq Ft

1/2 Acre = 21,780 Sq Ft

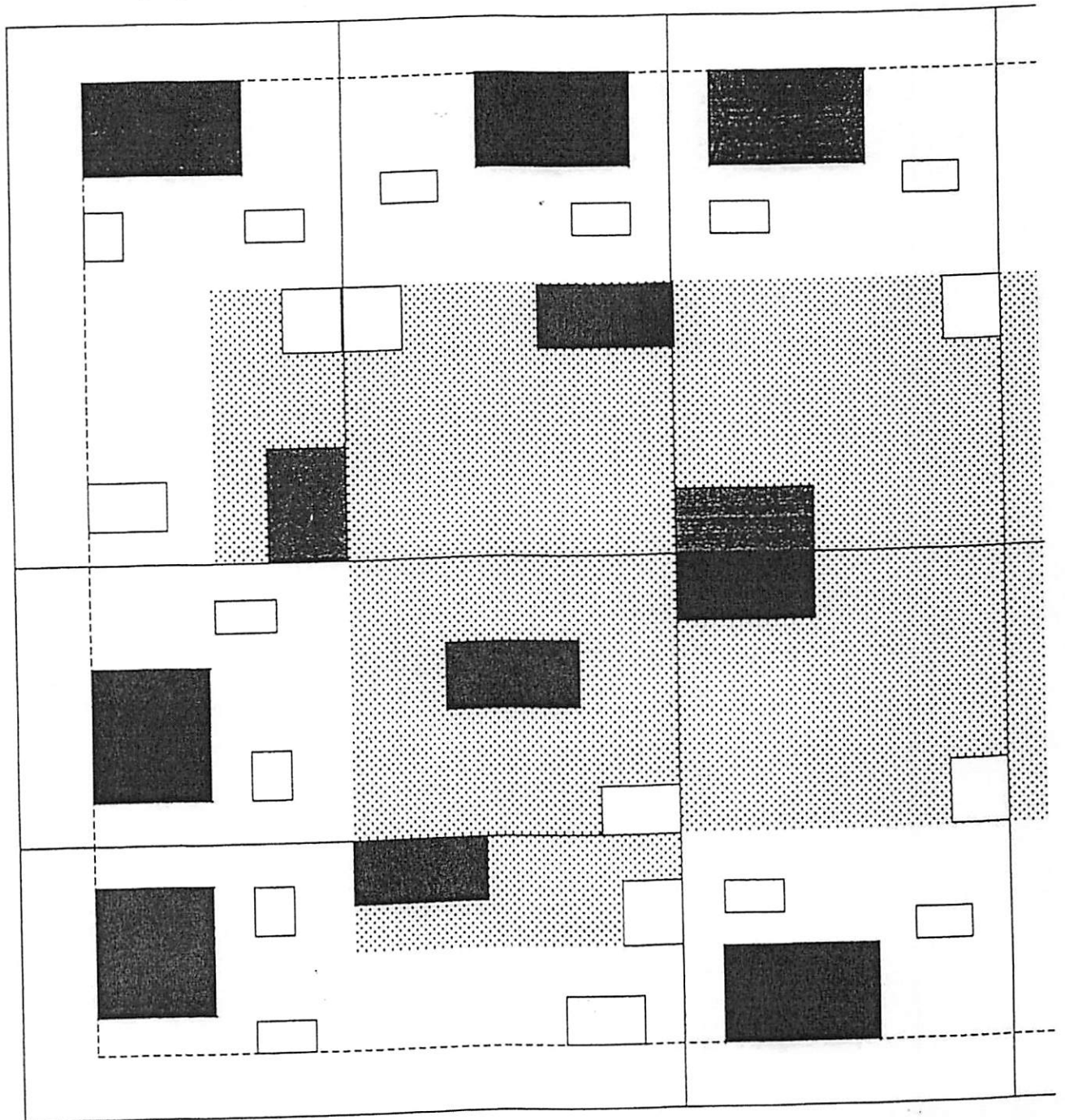
D. Auxiliary/Accessory Buildings.

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

1. Buildings housing animals, ie. barns, animal sheds, kennels, etc.
 - a. Must be placed behind the property midpoints. Lots larger than one acre will use the same midpoints as a square one-acre lot.
 - b. There are no setbacks for auxiliary buildings behind the property midpoints so these buildings may sit directly on the property line.*
 - 1) The roofs of these buildings must be such that snow and rain drain onto the building owner's property.
- c. Fire lanes must be 12 feet between buildings on adjoining properties
 - 1) Fire lanes must be 12 feet between buildings on the same property unless the buildings are attached.

* Corner lots have 25-foot setbacks facing both street rights-of-way (front and corner setbacks) that apply to any building.

Possible house and auxiliary buildings groupings with 12-foot side setbacks before property midpoints and no side setbacks behind property midpoints. **Barns and animal sheds must be behind property midpoints.**



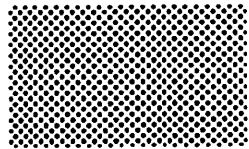
Key Symbols



Property Line



25' Front Setback



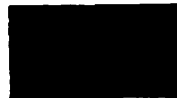
**Area behind
property midpoints.**



50' X 40' House



**12' X 17' and 20' X 22'
Auxiliary Buildings**



**40' X 22' Animal Shed or Barn
with Animals.**

2. Buildings not housing animals, ie. garage, work-shop, greenhouse, etc.
[Note: auxiliary/accessory buildings where there is no primary residence must meet the same setbacks as those of a primary residence as explained above.]
 - a. Must be situated no closer to the front street right-of-way than at the back edge of the residence. Back edges of corner lot homes will be directly to the rear of the designated frontage for each residence.
 - b. Auxiliary building side setbacks between the back edge of the house to the property midpoints are also 12 feet from property lines not bounding a street

right-of-way where they remain 25 feet.*

* Corner lots have 25-foot setbacks facing both street rights-of-way (front and corner setbacks) that apply to any building.

c. Unattached auxiliary buildings must be 12 feet from any other structure.

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

1. A fence has a maximum height of three and one-half feet on any property line which fronts a dedicated street and for 50 feet from the intersection of the property lines at the intersection of two streets. Hedges and trees must be pruned to no higher than 3 ½' and no lower than 7 ½' to leave a line of sight triangle at intersections. Thereafter it may be no more than six feet without requiring a building permit.

VII. Projected costs per applicant, subject to adjustment as need arises.

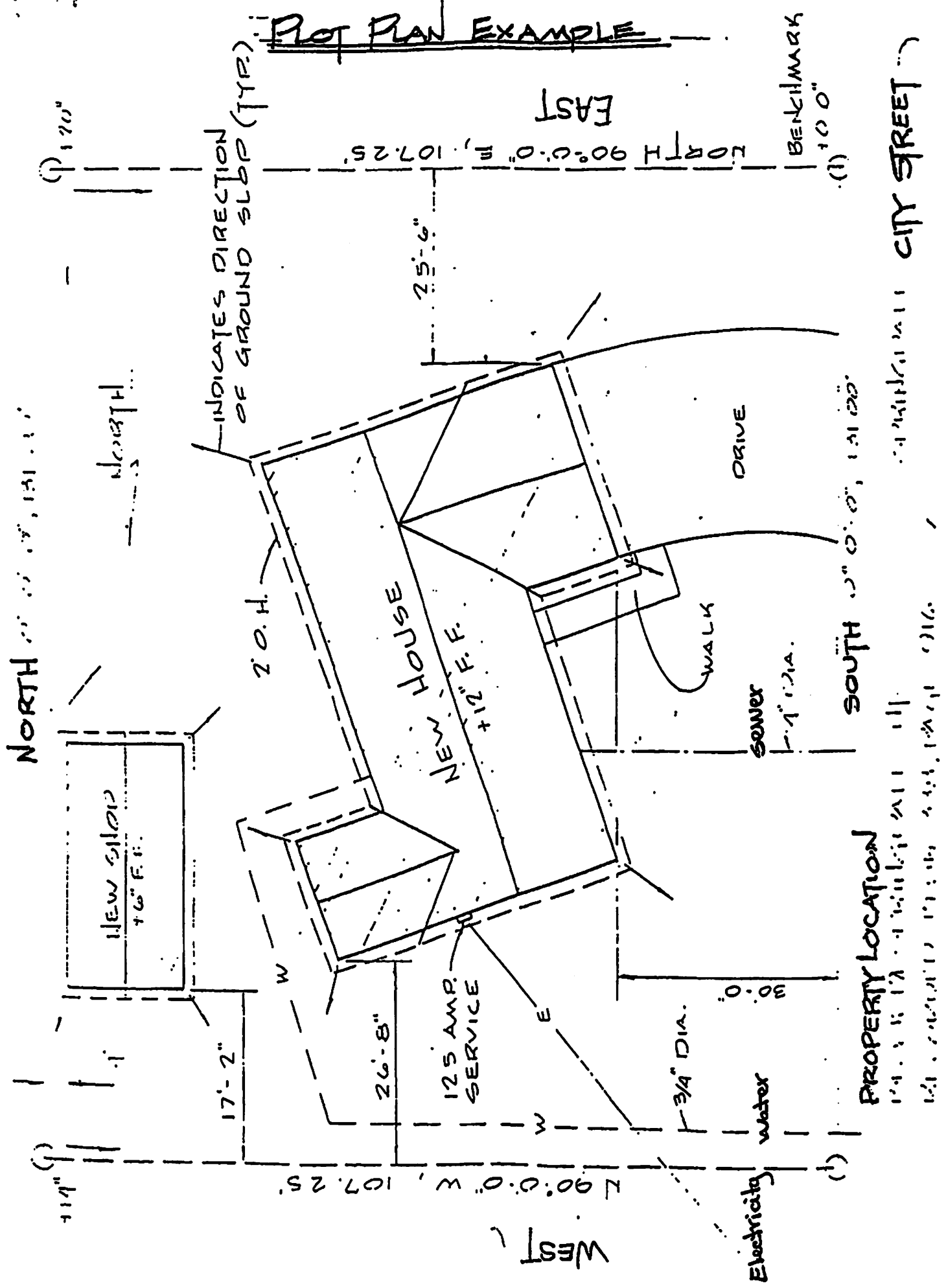
Sewer hook-up*				
impact fee	\$1771.50	cost per month	\$27.00	
		Sr. Citizen (if qualify)	\$15.00	
Water hook-up*				
impact fee				
for ¾" line	\$2132.00	cost per month	\$37.50	
for 1' line	\$2192.00		+ overage	
		Sr. Citizen (if qualify)	\$32.00	
Refundable Deposit*	\$1000.00			

*Combined water & sewer installation – One half of the refundable deposit of \$1000.00 will be returned after installation by an authorized contractor and the area is cleaned up. The other half of the deposit will be returned after one year in service, if no problems develop. Main line extensions require a refundable deposit of \$1500.00.

Fire and Landfill		cost per month	\$7.00	
Garbage Collection -- private		cost per month	\$10.00	
Dog License		renewed annually; cost depends on whether neutered (\$10.00) or not (\$15.00); check kennel fee for 4 or more dogs (\$100.00)		
Building Permit				
City	\$ 0			
County	\$ based on valuation			

Other Costs

Plot Plan Example



PROPERTY LOCATION
 12345 MAIN STREET
 CITY, STATE ZIP

**FOUNTAIN GREEN CITY - PLANNING & ZONING
COMMISSION MEMBERS**

Bryan Allred	445-3528	Chair
Sue Player	851-6702	Vice Chair
Chad Gordon	262-0402	
Kerry Farnsworth	445-2732	cell #851-6637
Gene Jacobson	801-243-3339	City Council Representative
Scott Collard	801-793-7402	
Tamara Bailey	445-3918	
Willard Wood	445-3533	
Chris ("Kit") Williams	445-9917	
Heather Papenfuss	445-3598	Secretary

ALTERNATES:

Larry Woodcox	445-3268	cell #801-362-6992
Don Evans		
Joseph Papenfuss	445-3598	
David Bradley		

FOUNTAIN GREEN CITY OFFICIALS

Superintendent of Water & Sewer	Roger Aagard	445-3376 cell # 851-1263
Irrigation Water Master	Michael Hansen	445-9934
Fire Chief	Allen Christensen	445-3508 cell # 851-1267
City Recorder	Michelle Walker	445-3453
Mayor	Ron Ivory	445-3519