

**A. PLANNING & ZONING APPROVAL**

Provide a plot plan including the following.

	1. A plot plan, sketched on a recorded plat for properties in subdivisions, OR, a survey plat for properties in metes and bounds, showing:
	a. The location of all existing and proposed structures (with dimensions including the height, length, square footage).
	b. Distance between all existing and proposed structures.
	c. The location of the driveway, roads, streets, right-of-ways, access easements, and all parking spaces, if the project is for commercial purposes.
	d. Location of the septic tank and leach field.
	e. Any watercourses or wetlands (may be shown on USGS topo maps, the National Wetlands Inventory ( <a href="http://www.fws.gov/wetlands/Data/Mapper.html">www.fws.gov/wetlands/Data/Mapper.html</a> ), and Army Corps of Engineers information).
	f. Overhead utility lines (applicable to small wind energy systems).
	g. All setback distances from each existing building(s), proposed building(s), septic tank, leach field, and well to <i>all</i> property lines (measured at 90°).
	h. Property line dimensions
	i. The name of project, project address, a north arrow, and preparation date.
	2. A recorded and current Warranty Deed showing the full legal description of the parcel. If the property owner is an entity other than a person(s), supporting documentation to verify who is permitted to sign for that entity will be required as well as a Certificate of Good Standing with the Secretary of State.
	3. If there are multiple names on the current Warranty Deed demonstrating ownership other than in “Joint Tenancy”, all other owners on the deed must either sign this application or provide a notarized letter of authorization stating approval for the project.
	4. If any of the following administrative processes has been performed, please attach a copy of the signed Compliance Report:
	a. Administrative Plat Amendment
	b. Boundary Line Adjustment
	c. Unlawful Parcel Exemption
	d. Lot Consolidation
	5. If any of the following public processes has been performed, please attach a copy of the recorded Resolution:
	a. Conditional Use Permit
	b. Exemption from Subdivision
	c. Exemption for Illegal Parcels
	d. Rezoning
	e. Road Vacation
	f. Variance
	6. If the application is for a Retail or Medical Marijuana Establishment, please attach a copy of the applicable State and County Licenses.
	7. If a temporary construction dwelling is being occupied during construction, the property owner shall complete an <b>Affidavit to Register and Occupy a Construction Dwelling as a Temporary Use</b> . This document can be obtained from the Planning Department to be kept on file during construction.

**Approval of Septic System Setbacks** – Please fill in the appropriate distances (in ft.) between the following

	Well	Nearest Property Line	Nearest Proposed or Existing Structure	Wetlands and /or Watercourses
Septic tank				
Leach Field				
Proposed structure				

**PLEASE NOTE:** A separation distance of 5 ft. must be maintained from any structure to the septic tank and 20 ft. from any structure to the leach field. Please be aware of the Environmental Health setbacks if you are installing a holding tank, cistern, vaulted privy, or other alternative septic system components.

**Individual Sewage Disposal System (ISDS) Approval** – Please complete the following information for the Environmental Health Department approval of your project.

New system – engineered design attached

Existing system

Existing Number of Bedrooms: \_\_\_\_\_ Additional Bedrooms being added: \_\_\_\_\_

**In order to receive a Certificate of Occupancy for your structure, your septic system file must be finalized and closed with the Environmental Health Department. It is the RESPONSIBILITY OF THE PROPERTY OWNER to make sure all documents have been submitted to the Environmental Health Department for permit closure, including the well permit and well log, final engineer’s letter, and an “as-built” diagram of the existing septic system.**

**HOMEOWNER STATEMENT OF RESPONSIBILITY**

I understand that by signing this “statement of responsibility”, I, as the owner of the real property listed below, have assumed the responsibility of the General Contractor for the structure to be erected on the real property listed below. I also understand that as a Homeowner/Builder, I am required to have a working knowledge of the current building code and a working knowledge of what is expected when each inspection listed on the building inspection card is performed. I also understand that while acting as my own General Contractor that I must commence work within 180 days of permit issuance and have a scheduled inspection performed within every 180 days. I am also fully responsible for code compliance of any and all work done on the project.

**PLEASE DO NOT CONTINUE COMPLETION OF THIS FORM IF YOU DO NOT UNDERSTAND THE ABOVE PARAGRAPH OR FEEL YOU ARE NOT QUALIFIED AS OUTLINED IN THE ABOVE PARAGRAPH.**

I, \_\_\_\_\_, being the owner of real property located at:

Name

\_\_\_\_\_ and legally described as:

Address

\_\_\_\_\_ Legal Description

I am accepting all of the responsibilities of acting as my own General Contractor and I acknowledge that I have read and fully understand all of the terms of the HOMEOWNER STATEMENT OF RESPONSIBILITY section of the Park County Building Permit Application. I have applied for a building permit with the Park County Building Department to build:

\_\_\_\_\_ on said property.

**Type of Structure i.e.: Dwelling, Garage etc.**

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date