



60 West Main Street
Hyrum, Utah 84319
Ph. (435) 245-6033
www.hyrumcity.gov

Zoning Clearance

Applicant Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of structure to be built: _____

Building Lot Address: _____

Subdivision Name (if applicable): _____

Phase: _____ Lot Number: _____ Tax ID/Parcel Number: _____

Utilities: Sewer, Water, Irrigation, Power, main lines, laterals, meters and cleanouts are required to the Plot Plan.

Sewer: ☐ New ☐ Other: _____

Water: ☐ New ☐ Other: _____

Irrigation: ☐ New ☐ Other: _____

Power: ☐ New ☐ AMPS: _____ ☐ Other: _____

Zoning Clearance deposit refunded to: ☐ Applicant ☐ Contractor

Zoning Clearance submission requirements: Incomplete applications will be returned to the applicant.

☐ Zoning Clearance ☐ Plot Plan ☐ Building Floor Layouts ☐ Exterior Building Elevations

Hyrum City approved zoning clearance and required submissions must be onsite and available for inspection during the duration of the construction. All approvals must be submitted to the Cache County Building Department when required. Any Hyrum City required approval document (zoning clearance, plot plan, building floor layouts and exterior building elevations) that do not include a Hyrum City approval stamp or do not match the applicants submitted plan set to the Building Department may not be accepted by the Building Department as part of this zoning clearance. It is the responsibility of the applicant to submit a true and accurate zoning clearance to the Building Department located at 179 North Main St., Suite 305, Logan, UT. The department can be contacted by telephone at (435) 755-1650 or by email at: cachecountyplanreview@gmail.com

FOR OFFICE USE ONLY

Hyrum City Zoning Clearance Permit Approval: ☐ Approved ☐ Not Approved

Cache County Building Permit Required: ☐ Required ☐ Not Required

Zoning Department: _____ Date: _____

Sewer Department: _____ Date: _____

Water Department: _____ Date: _____

Power Department: _____ Date: _____

The Applicant must review, check, and submit the information below to initiate the application review process. Any checklist items not marked may require a written explanation as for why the item is not applicable.

Hyrum City Code and Construction Standards: The following information contained herein is not inclusive. For complete details and specifications, please refer to Hyrum City Code (HCC) and Hyrum City Construction Standards available online at: www.hyumcity.gov and the following references:

- HCC Title 13 Public Services
- HCC Title 17 Zoning
- Hyrum City Construction Standards Manual

Additional documents required for zoning clearance permit submission:

- ☐ **Plot Plan:** The plot plan must meet all of the requirements of Hyrum City Code 17.08.090 for the plan drawing and the specific requirements in Title 17 for the planned structures, egress, parking, etc. for the zone in which the permit is sought. Plot Plan requirements applies to all individuals and developers for each and every lot, and the must be signed by the person responsible for proper installation.
- ☐ **Building Floor Layouts:** The building floor plans must be drawn to scale with eligible text not less than 10-point font. Ineligible building floor plans will be rejected and returned. All floor plans must be included for all levels of the building structure (i.e., basement, main floor level, upper level, etc.) with exterior and interior dimensions to verify zoning compliance for all building uses in the zoning district.
- ☐ **Exterior Building Elevations:** The exterior building elevations must be drawn to scale with eligible text not less than 10-point font. Ineligible exterior building elevations will be rejected and returning. All exterior building elevations must be included for all sides of the building structure (i.e., north, south, east and west) with exterior dimensions to verify zoning compliance for building height and stories in the zoning district.
- ☐ **Changes to Hyrum City Approved Plot Plan, Building Floor Layouts and Exterior Building Elevations:** If the applicant makes any changes to the approval documents after receiving Hyrum City approval, the application will require a resubmission for reapproval by Hyrum City. Any Hyrum City required approval document (zoning clearance, plot plan, building floor layouts and exterior building elevations) that do not include a Hyrum City approval stamp or do not match the applicants submitted plan set to the Building Department may not be accepted by the Building Department as part of this zoning clearance. It is the responsibility of the applicant to submit a true and accurate zoning clearance to the Building Department

The plot plan shall contain the following information: (See attached Plot Plan Example)

- ☐ The plot plan must be neatly drawing to a scale no less than one-sixteenth of an inch per foot with eligible text not less than 10-point font. Ineligible plot plans will be rejected and returned.
- ☐ The name and address of the property owner.
- ☐ Lot size and location, including street address where possible.
- ☐ Clearance of buildings from those on adjoining lot, and other buildings on the same lot.
- ☐ Outline for existing and proposed building to be constructed, showing location of all utilities (Sewer, Water and Irrigation, and Power are required on the Plot Plan), side yards, and rear yards.

Sewer: Section 5 of Construction Standards and City Code 13.12

- ☐ Downspout connections, foundation and basement drains, sumps, and storm drain connections shall be prohibited from discharging into the sanitary sewer system.
- ☐ Sewer lines including laterals shall be designed for at least 10 feet horizontal separation, measured edge to edge from any water line.
- ☐ All utilities paralleling the sanitary sewer shall be designed to have at least 5 feet horizontal separation, measured edge to edge of the utility. This includes storm sewers, secondary water lines, conduits of all types, telephone cable, underground power and other cables.
- ☐ Laterals should not be located under driveways.
- ☐ Cleanouts shall be installed at 50-foot intervals for 4" laterals, 75-foot intervals for 6" laterals, and at all changes in direction. In all cases, a cleanout shall be installed just outside of structure, or as close as practicable. This cleanout shall be housed in a typical irrigation valve box with a minimum size of 17"L x 12"W x 13"D

Water and Irrigation: Section 6 of Construction Standards and City Code 13.04, 13.06, 13.08, 13.20

- ☐ All new water services must be located at center of lot and nine feet (9') off property line. (Location to be marked by Hyrum City).
- ☐ Irrigation laterals and meter bases must be at least three feet (3') away from culinary services and not be located in the driveway.

Power: Section 7 of Construction Standards and City Code 13.16

- ☐ Builder must fill out a required "Load Data Sheet" and return it to Hyrum City's Power Department. The department will use the sheet to document inspections and size the service wire/conduit. The City will not perform the required trench inspections without a Load Data Sheet. The builder and Hyrum City Power will meet to determine if the service will be underground or overhead.
- ☐ Do not begin work on the service installation before receiving the service design from Hyrum City's Power Department. Any work done that does not meet the Hyrum City Power Department design is at risk of having to be re-done at the cost of the builder/customer.
- ☐ The building site requiring service must have its address marked and clearly visible from the street.
- ☐ Location of septic tanks and drain field or sump and location of sewer lines coming from the structure, together with a signature and approval of the State Sanitarian
- ☐ Location of utility meters. Gas and electric to be readily accessible in unfenced area of front or side yard, water meter to be located in parking strip (not in the driveway or sidewalk).

General Information and Construction Site Regulations:

- Accessory Buildings. Are buildings used for purposes incidental to the main structure, such as private garages, storage buildings, repair facilities, hothouses, portable shelters (carports, awning, etc.), solar units, storage pods/containers (maximum size allowed one hundred and forty (140) square feet unless otherwise approved by the Planning Commission with possible additional landscaping & construction requirements or for temporary use), located on the same lot occupied by the main building. Accessory buildings have a height limit of twenty-five (25) feet.
- UDOT Ingress/Egress Permit For State Highway. This permit is given by UDOT. It is the applicant's responsibility to contact UDOT to receive the permit.
- Staking The Site & Address Display. Hyrum City requires all new construction sites to be staked showing the location of the new structure before the Building Permit Clearance Form is submitted to Hyrum City. An address sign with lot number, minimum size 18" x 24", has to be prominently displayed in the front yard.
- Wetlands. The U.S. Army Corps of Engineers administers permitting procedures for the development of wetlands. It is the responsibility of the property owner/developer to ensure that compliance with wetland provisions of the Federal Water Pollution Control Act (now called the Clean Water Act of CWA) and any other applicable Federal Laws are met. Hyrum City has neither the authority nor the resource to monitor the provisions of Federal Acts. The issuance of a building permit does not absolve the owner/developer of the responsibility of meeting Federal Law requirements. Documentation from the U.S. Army Corps of Engineers may be required by Hyrum City.
- High Ground And Surface Water. Hyrum City does not have the resources or intent to determine surface and subsurface ground characteristics that may be detrimental to a property's use as a home site or commercial building location. Examples of these characteristics are seismic activity, high water tables, surface water run-off, and underground springs. It is the sub divider's and homebuilder's responsibility to obtain sufficient Engineering of the site proposed for development to ensure that the constructed structures are not damaged by water, soil slippage or seismic activity. The building permit applicant and the contractor assume the risk for any subsequent damage to structures by these characteristics. Documentation and soil reports may be required by Hyrum City for areas with high ground and surface water.
- Winter Water Connection. Hyrum City does not allow water connections when frost is in the ground from December 1st to March 1st.
- Irrigation. Hyrum City does not allow hot taps to take place from May 1st to October 30th.
- Roads. Hyrum City does not allow road cuts from October 1st to March 1st.
- Electrical Connection. Owner or contractor to install conduit. Hyrum City will provide and pull the cable up to 100 feet for 200 amp or smaller services as part of the connection fee. The cost of extra cable over 100 feet will be added to the connection fee.
- Liability. Hyrum City assumes no responsibility for these or related problems.
- The erection (including excavation), demolition, alteration or repair of any building shall be prohibited between the hours of ten (10:00) p.m. and seven (7:00) a.m.

- It is unlawful for any person to store or dispose of any construction materials, gravel, dirt, wasted concrete, debris, garbage, or litter of any type, chemical, fuel, and any other substance that may be unsightly or deleterious to the health, safety, and welfare of the community.
- No person shall excavate any sidewalk or make any excavation in any street, lane or alley, or remove any permanent or other material from any street or improvement thereon without first obtaining an Excavation and Right of Way Encroachment Permit from the City through a separate application.
- It is unlawful for any person to break, excavate, tunnel, undermine, or in any manner affect the surface or base of any street, or to place, deposit or leave upon any street any earth or any other excavated material obstructing or tending to interfere with the free use of the street, unless such person shall first have obtained an Excavation and Right of Way Encroachment Permit from the City through a separate application.
- Excavation operations shall be conducted in such a manner that a minimum amount of interference or interruption of street traffic will result. Inconvenience to residents and businesses fronting on public streets shall be minimized. Suitable, adequate and sufficient barricades shall be available and used where necessary to prevent accidents involving property or persons. Barricades must be in place until all of excavator's equipment is removed from site and excavation has been backfilled and the proper temporary gravel surface is in place. From sunset to sunrise all barricades must be clearly outlined by acceptable warning lights, lanterns, flares and other devices. Police and fire departments shall be notified at least twenty-four hours in advance of any planned excavation requiring street closures or detour.

Building Inspection Procedures and Deposit:

- To ensure repair of any and all damage to city property including but not limited to damage to sidewalks, curb and gutters, roadways, utility systems, etc. Hyrum City requires a construction deposit in the amount of \$2,000 for new residential or new commercial construction, a \$1,000 deposit for residential and commercial remodel, and a \$200 deposit for accessory buildings. Said deposit will be refunded in whole or in part following final inspection. All or part of the deposit may be forfeited to repair damage to city infrastructure occurring during construction.
- Before a building is occupied a final inspection must be made and a Certificate of Occupancy given. Violation of this item will result in the forfeiture of the \$2,000 Contractors Deposit. All subdivision improvements must be completed before occupancy permits will be issued for any dwellings.
- Garbage dumpster is required at each construction site to avoid forfeiture of deposit. The dumpster shall be stored on private property and not on any city street or within the right of way of an accepted street.
- The street address and lot number must be prominently posted on construction site.
- Modification/damage or use of the temporary electrical connection for other than construction uses will result in the forfeiture of \$110 of the deposit.
- The front yard area of all residential lots must be landscaped within 18 months of issuance of Occupancy approval as per Title 17 requirements. A \$2000 deposit will be held until landscaping requirements are met.
- Hyrum City fees do not include the building permit fees, which must be purchased from the Cache County Building Department.
- All building inspection requests are to be scheduled through the Cache County Building Inspection Office; a 24-hour notice is required.

Name of Contractor (if applicable): _____

Address: _____

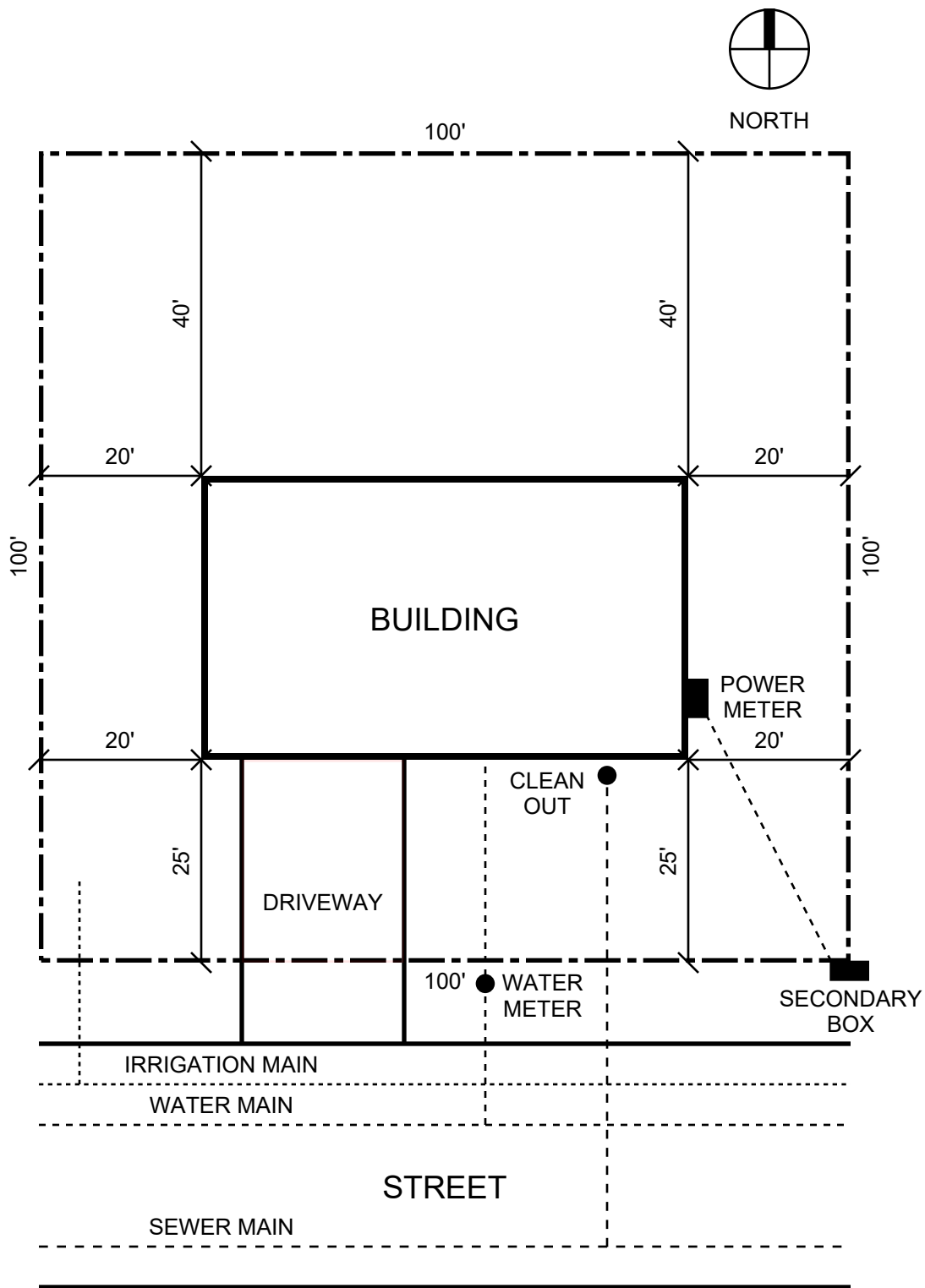
City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Applicant Certification: I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Hyrum City may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Hyrum City Code and that items and/or checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I also agree to allow appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant Signature: _____ Date: _____

PLOT PLAN EXAMPLE



PLOT PLAN

SCALE: 1" = 20'

PROPERTY OWNER NAME
PROPERTY ADDRESS
LOT AREA SIZE