



RESIDENTIAL ACCESSORY STRUCTURE PERMIT APPLICATION

Property Information

Application Number: _____

Property Address _____

Legal Description _____

Lot(s) Block Subdivision Zoning District

Property Owner _____

Phone _____

E-Mail _____

Type of Structure Proposed

Garage Storage Building/Shed Carport Swimming Pool Other: _____

Detached Attached to principal structure Attached to another accessory structure

Dimensions of structure: _____ Sidewall height: _____ Door width: _____

Valuation of project: \$ _____ Intended use: _____

Construction Details (Check all that apply.)

Footing Type: Trench Pier Anchoring System

Footing Dimensions: _____

Exterior Studs: Size: _____ Spacing: _____ Height: _____

Roof Rafters: Size: _____ Spacing: _____ Height: _____

Ceiling Joist: Size: _____ Spacing: _____ Height: _____

Framing Material: Wood Steel Concrete Masonry

Roofing Material: Composition/Asphalt Tile Metal Seamed Other: _____

Exterior Wall Covering: Wood Fiber Cement Board Vinyl Brick Stone CMU Other: _____

List the existing materials that are on the principal structure (the house):

Siding Material: _____ Roofing Material: _____

Driveway Information (for Garages and Carports Only):

Driveway Approach: New Replacement Existing

Approach Material: Concrete Other* Culvert; Pipe Diameter: _____

*Driveway approach material other than concrete shall require written approval by the Director of Engineering.

Driveway Width at Street Right-of-Way Line*: _____

*Residential driveways wider than 20 feet shall require written approval by the Director of Engineering.

Driveway Material on Private Property: Concrete Asphalt Other: _____

Contractor Information

General Contractor: _____

Building Designer: _____

Sub-Contractors: Plumbing: _____ Mechanical: _____
Electrical: _____ Other Subs: _____

Completion Requirements: The following items must be met/completed before final inspection per city code:

- The structure shall not encroach into any building setback or easement of record nor into any building setback or easement required by city code. Minimum required setbacks as measured from the roof overhang shall be as follows:
North: _____
East: _____
South: _____
West: _____
- A minimum clearance of 5 feet shall be maintained between all structures.
- On a corner lot, no structure shall be constructed in the sight triangle as defined by city code.
- The sidewalls of any garage or storage building shall not exceed 12 feet in height.
- Detached garages and storage buildings shall not exceed 1,200 square feet in size. The combined rear yard lot coverage of all accessory structures, including those that do not require a permit, shall not exceed 35 percent. On lots with rear yards larger than 12,000 square feet, the 1,200 square feet size limit can be exceeded to a maximum of two times the size of the principal structure, provided that the rear yard lot coverage of all accessory structures does not exceed 10 percent.
- Detached carports shall not exceed 600 square feet in size. Carports shall only be located to the side or rear of the principal structure. Carports shall not exceed the height of the principal structure.
- A single family dwelling shall have a maximum of 1 detached garage and 1 carport, whether attached or detached. A duplex shall have a maximum of 1 detached garage, 1 storage building, and 1 carport per unit.
- The exterior siding and roofing materials shall be those commonly associated with residential construction and shall be similar to the exterior materials on the principal structure.
- An accessory building with a door 8 feet or wider shall be classified as a garage and shall be provided with a driveway of an approved surface and design as described below.
- All garages and carports shall be provided with a paved driveway of concrete, asphalt or asphalt millings with slurry seal from the street right-of-way line to the garage/carport, except that the portion of the driveway from the rear building line of the principal structure to the garage/carport may consist of crushed rock or gravel. Driveways to unpaved alleys may consist of crushed rock or gravel. No more than 40 percent of the front yard on a residential lot shall be paved.
- Staff may request detailed drawings, descriptions and/or photos of existing and proposed structures.

I hereby certify that the information submitted is correct and I agree to comply with all applicable city codes.

Signature

I understand that the City of Hutchinson has a Neighborhood Revitalization Plan Tax Rebate Program and that property owners intending to apply for rebates under that program are required to submit the NRP Application Form at the time of Building Permit application. Late applications will not be accepted. For more information visit: www.hutchgov.com.

Office Use Only: _____ **Date Approved:** _____

Special Requirements: _____

Approximate distance from the street Center Line to the Property Line: _____

Flood Zone: _____ **Historic Review: #** _____ **Site Plan Approved:** _____


Planning Department Staff

Building Inspection Department Staff

PROPOSED SITE PLAN

In the space below or on a separate page, provide a site plan drawn to scale in a legible manner. Draw the layout of the lot and the proposed structure. Include the dimensions of the lot, the dimensions of all existing and proposed structures, distances between structures, distances between structures and property lines, and any other details that may be necessary to evaluate the application.

If you need an example of how to draw a site plan, please ask city staff to provide an example.



Square footage of parcel: _____ Square footage of rear yard: _____

35% of rear yard: _____

Principal Structure: Square footage _____

Existing Accessory Structures: Square footage _____ % of rear yard: _____

Proposed Accessory Structures:

Structure _____ Square footage _____ % of rear yard: _____

Structure _____ Square footage _____ % of rear yard: _____

Total (Existing + Proposed Accessory Structures):

Square footage _____ % of rear yard: _____