



611 Mulberry Road, Suite 300
 Derby, KS 67037
 Phone 316-788-6632
 Email: permits@derbyweb.com
www.derbyks.com

Application for
ACCESSORY STRUCTURES
 This application is for structures up to and including 119 square feet
 and decks less than 30" above grade

A PLOT PLAN SHOWING PROPERTY LINES, EASEMENTS & STRUCTURES MUST BE ATTACHED

A COPY OF THE PERMIT MUST BE KEPT ON SITE AT ALL TIMES.

Date: _____

FEE: \$25.00

CONTACT INFORMATION

Address of Structure: _____

Property Owner Name: _____

Property Owner Phone: _____ Email: _____

Contractor Name/Company: _____

Contractor Address: _____

Contractor Phone: _____ Email: _____

PROJECT INFORMATION

Legal Description: Lot _____, Block _____, _____ Addition

Project Type: Shed/Structure (119 sq. ft. or Less) Deck (less than 30" above grade, no roof/covering)

Type of Building Material(s): _____

Description of Proposed Accessory Structure: _____

Setbacks (Required Distance from Property Lines to Structure):

Front Property Line:	_____ Ft.	Sheds/Structures cannot exceed 21 ft. in height.
First Side Property Line:	_____ Ft.	
Second Side Property Line:	_____ Ft.	
Rear Property Line:	_____ Ft.	

Lot Coverage (Use the Following to Determine Lot Coverage on The Property):

Size of Proposed Structure	_____ sq. ft.
House	_____ sq. ft.
Garage	_____ sq. ft.
Deck	_____ sq. ft.
Other Accessory Structure(s)	_____ sq. ft.
Total	_____ divided by lot size _____ sq. ft.

Total Lot Coverage Equals _____% (Coverage Limitations Apply)

Floodplain Status

Is the property in a FEMA Hazard Area: Yes No (If Yes, a Floodplain Development Permit may be required)

COMPLETE APPLICATION ON NEXT PAGE

CERTIFICATION

The undersigned acknowledge and understand these provisions and requirements and agree to the following:

1. Accessory buildings shall be secured using approved anchoring methods (see Building Trades page on web site) per 2018 International Residential Code.
2. Accessory structures shall observe the same front and side yard setbacks that are required for a principal structure and are required to observe a minimum 5-foot rear yard setback [600(C) (1)(2)].
3. In residential districts, accessory structures cannot exceed 21 feet in height (exceptions may apply, contact the Zoning Administrator for more details). [600(C) (4)]
4. Accessory structures shall not be placed over a utility easement unless the structure is movable and therefore poses no undue obstruction to the maintenance or construction of utilities. If such accessory structure must be removed because of utility maintenance or construction, the City or utility company is not responsible for damage done to the accessory structure or contents therein. Further the City or a utility company is not responsible for any reconstruction or replacement of an accessory structure placed upon a public easement. [901(A) (3)]
5. Accessory structures on a **permanent** foundation **shall not** be placed within any easements.
6. If the accessory structure is placed over a utility easement, the owner shall post and continuously maintain in a conspicuous place upon such building or structure the laminated notice provided by the City of Derby.
7. I hereby certify that the information given herein is correct and that I will comply with the zoning regulations and requirements of this application. I understand that a permit issued based on false statements, which are material to the issuance of this permit, shall make any issued permit null and void. Issued permits and/or certifications do not nullify any deed restrictions or restrictive covenants filed of record.
8. I acknowledge that if this permit is denied, the City will retain the \$25.00 issuance fee for administrative purposes.
9. **AN INSPECTION OF THE ACCESSORY STRUCTURE MUST BE CONDUCTED. CONTACT (316) 788-6632 OPTION 2 TO SCHEDULE THE REQUIRED INSPECTION.**

Applicant Signature

Date

Printed Name

<u>OFFICIAL USE ONLY</u>		
Required Documents: <input type="checkbox"/> Fee <input type="checkbox"/> Plot Plan w/ Dimensions		
<input type="checkbox"/> Floodplain Development Permit Application (if applicable)		
Permit Status: APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> Attach Laminated Notice <input type="checkbox"/>		
Permit Number: _____		
Reviewed By: _____		
City Planner or Authorized Agent	Permit Issue Date	
Notes/Conditions: _____		

Permit Return Method: <input type="checkbox"/> Email Permit <input type="checkbox"/> Mail (USPS) <input type="checkbox"/> Pick-Up (Call Applicant)		

NOTICE

This structure is located within a public utility easement.

Neither the City of Derby nor any utility company with facilities located within this easement is liable for damage to or destruction of this structure as a result of maintenance, repair or replacement activities, or installation of new facilities, within this easement.

Sec. 901.A.3 Derby Zoning Ordinance

**This notice shall be cut down to 5x7, laminated, and placed on the building/ structure.