

VILLAGE OF KENESAW

&

ADAMS COUNTY
PLANNING & ZONING

PO BOX 572
HASTINGS, NE 68902-0572

PERMITS ARE REVIEWED AND APPROVED BY THE PLANNING COMMISSION

**If you have any questions, please contact:
Adams County Planning & Zoning at 402-461-7174
or the Village of Kenesaw at 402-752-3222**

After completing the application form and preparing the required sketch, return them to the Village Office to be faxed to ACP&Z or you may deliver them directly to ACP&Z. ACP&Z will complete their inspection and, with approval, issue your permit. The Village Clerk will notify you when the permit is available. This permit can be picked up at the Village Office upon payment of required fees.

CALL BEFORE YOU DIG!!!!

DIGGERS HOTLINE

OF

NEBRASKA

1-800-331-5666

(Please call 48 hours **BEFORE** you dig!)

ZONING PERMITS

The County Zoning Administrator has been hired by the Village of Kenesaw to inspect proposed construction sites and issue zoning permits. Once an application has been filled out and returned to the Village Clerk, she will notify the County Zoning Administrator to inspect the property and issue the zoning permit.

UNDER NO CIRCUMSTANCES SHALL CONSTRUCTION BEGIN BEFORE THE PERMIT IS ISSUED!!!

No culverts or driveways may be installed without approval from the Village Board. The Board Meetings are held on the second Tuesday of each month. Please contact the Village Clerk 24 hours prior to the next upcoming meeting scheduled in order to be placed on the agenda.

VILLAGE OF KENESAW – SHORTENED VERSION OF REGULATIONS

For a complete set of regulations SEE The Village Zoning book.

The shortened versions of the regulations listed here are merely to provide basic information. They are not complete and are not the full regulations that will be used by Adams County Planning & Zoning to determine whether to issue a permit. If you have questions about which regulations apply to your situation and application please contact the Village Clerk or Adams County Planning & Zoning. Any discrepancies or questions shall be reviewed using the detailed zoning book and will be determined by the Adams County Planning and Zoning Representative for the Village of Kenesaw.

FRONT YARD: Regular single homes and accessory buildings:

***If from the minor arterial road ~ such as “Main St.” the setback is 50 ft.

***If from any other street ~ the setback is 25ft.

An exception may be taken for developed areas ONLY. The required front yard setback shall be the average of the existing front yards, provided that the front yard setback be LESS than 20 ft.

SIDE YARD:

For all regular single homes (for other dwellings ~ see the regulations):

The setback shall be a minimum of 5ft from the overhang, eaves, balcony, deck, etc.

For accessory buildings:

The setback from the overhang shall be 3 ft, if the building is less than 12 ft tall as the highest point

The setback is 5 ft if the building is 12-40 ft tall.

REAR YARD:

Homes: The setback is 20% of the lot depth or 30 ft ~ whichever is less ~ provided that the home is a regular single dwelling.

All other dwellings ~ see regulations.

The lot must abut another residential lot ~ in the rear.

Accessory Buildings:

ATTACHED to the home ~ use home setbacks.

DETACHED from the home ~ the total sq. footage of the buildings in the rear shall not cover more than 30% of the rear of the lot.

*******COUNTY ZONING PERMIT REQUIREMENTS*******

If you have completed a **Property Improvement Statement** at the County Assessor's Office ~ please attach a copy to this application for a construction permit.

A “site plan” is to be drawn as much to scale as possible and must be attached to the application.

***** **The following MUST be included in rendering:** Actual dimensions and shape of lot ~ Directional pointer ~ Sizes and locations of all existing buildings, tree lines, electric, telephone, gas, well and septic and the distances from the living facility ~ Show where the nearest neighbors, well and septic are located and the distance from yours ~ Show any easements on or adjoining your property ~ Driveway approach(es), if a culvert needs to be placed under the driveway (18 inch diameter is required). You (the property owner) must purchase the culvert. The County/Village may place the culvert for you at a minimal cost. Please note if it's on a Controlled Access Highway. Please note underground gas lines. Please indicate the address to be assigned by the County at the time of application.

Adams County Planning & Zoning & Village of Kenesaw
Building Permit ~ Construction & Improvement Application
(new construction, improvements, driveways, sidewalks, culverts & ,fence)
DIGGERS HOTLINE MUST BE CALLED BEFORE STARTING ANY PROJECT!!!
1-800-331-5666

Date of Application: _____ Permit Expires: _____ (6 mo)

Applicant Name: _____ Address _____

City: _____ Phone#: _____

Describe Project: _____

Estimated date for construction/demolition to begin: _____

Estimated date for project completion: _____

Property address for construction/demolition _____

Legal Description: this information is available at the assessor's office 402-461-7116:

If a demolition ~ Waste disposal site: (burial is NOT allowed – must be hauled away to appropriate sites or burned by the local fire department): _____

Hazardous Material /Hazardous Materials removal needed: _____

New assigned address (if applicable): _____

Is this a controlled burn of a structure (upright or demolished) by the local fire department?
YES or NO? (circle one)

(It is a state requirement that ALL structure burns, whether upright or demolished be conducted by the local fire department in a controlled environment with a state permit) :

*****If yes has the Fire Chief approved: _____ if yes Date: _____

>Is this a fence project? If yes, indicate setback planned: _____

>If a sidewalk or driveway ~ thickness ~ determined by Village Superintendent & approved by the Village Board: _____

>If culvert ~size/placement required for install to be determined by Village Superintendent & approved by the Village Board: _____ Date of Board approval: _____

Material to be used: _____

**Dimension of construction: floor #1: _____ floor #2: _____ garage: _____
basement: _____ # of stories: _____ constructed height: _____

***ESTIMATED COST OF PROJECT: _____

CONTRACTOR: Name _____ Address: _____
City _____ Phone #1 _____

DRIVEWAY, CULVERT and/or SIDEWALK ~ INSTALLATION

DRIVEWAY INSTALLATION: Municipal Code 8-501/8-502/8-601. Before any person, firm or corporation constructs a private drive onto any public street or alley, an application must first be made to the Village Board of Trustees. Such application shall be accompanied by the current **\$25 Fee** & and a **\$500 Performance Bond**. The Permit will be issued by the Village of Kenesaw following receipt of application, fee payment and approval.

Please refer to the enclosed copies of the Municipal Code.

CULVERT INSTALLATION: Municipal Code #8-404/8-502/8-601. Before any person shall install, remove, repair or replace a culvert an application must first be made to the Village. Such application shall be accompanied by the current **\$25 Fee**. The Permit will be issued by the Village of Kenesaw following receipt of application, fee payment and approval performed by the Village Superintendent certifying that the proposed improvements meet the standards set forth herein.

Please refer to the enclosed copies of the Municipal Code. ~ Culverts must be ordered, purchased and owned by the landowner. The landowner is responsible for maintenance, repair and the upkeep of any culvert placed by them in the Village street right-of-way or drainage jurisdiction. The landowner is responsible for the replacement of any road services disturbed during installation at his expense.

Any culvert approved by the Village Board of Trustees to be placed under a roadway or alley will be placed at the Village expense.

The landowner may have the culvert installed by the Village for a rate of \$200, which includes the culvert placement and dirt cover OR the landowner may hire his own contractor at the land owner's expense. The hired contractor must comply with the Village requirement/instructions given upon application and the contractor must contact the Village for a final inspection of placement and slope before any covering is placed over culvert.

SIDEWALK INSTALLATION: Municipal Code #8-305. Before any person is to construct or cause to be constructed a sidewalk at any location an application must first be made to the Village Board of Trustees. Such application shall be accompanied by the current \$25 Fee. The Permit will be issued by the Village of Kenesaw following receipt of application, fee payment and approval.

Please refer to the enclosed copy of the Municipal Code.

The applicant/s and contractor/s must follow regulations/requirements as directed. Any additional/unusual issues and/or concerns will be addressed through the Village Board of Trustees.

TAPPING FOR WATER LINE

By Municipal Code 3-106 ~ The Village supplies the labor and material from the main line to the property. If the applicant requests ~ a services line larger than the ¾ to 1 inch ~ which is provided, may be used at applicants expense. The Village will be responsible for the tapping of the main water line. It is required that the applicant or contractor contact the Village BEFORE proceeding.

Water Tapping Fee: \$600.00

Location~ Curb Stop Valve: _____

SEWER LINE CONNECTION ** see back fill application for Village charges for street repair, etc. re: connection to sewer line

By Municipal Code 3-209 ~ The Village services the main line. The applicant is responsible for the labor and materials FROM the main line.

Tapping MUST be witnessed by the Village Superintendent.

The applicant and/or the contractor MUST contact the Village Superintendent BEFORE proceeding.

Service line size to be installed: _____

BACKFILL POLICY ~ VILLAGE OF KENESAW

All contractors must inform the Village of any excavation.

If a street cut is necessary a "Request Application" for a street opening must be filed with the Village.

Procedure is as follows: 1. When using equipment to backfill sewer or water cuts, six (6) inch lifts of dirt will be used when using a "pogo stick" type tamper. Twelve (12) inch lifts of dirt will be used when using a "head shaker" on a back hoe.

2. The Village Superintendent if not performing the procedure ~ will be present (to supervise) for any backfilling of sewer or water trenches within the city limits.

3. The Contractor will be responsible for any damage due to excavation and is required (by law) to contact "Diggers Hotline" before digging begins.

*******See next page for application for street opening/backfill**

VILLAGE OF KENESAW

109 North Smith Ave.
PO Box 350
Kenesaw, Ne 68956

CULVERT PERMIT APPLICATION

For installation of culvert in street right-of-way or in a Village drainage jurisdiction

Village Clerk and/or
Village Superintendent Initials _____

Property Owners Name: _____
Address: _____
Phone#: _____

1). Application Fee \$25.00. This application & application fee must be submitted to the Village Office before the project is to begin: _____

2). Please give the general direction, street entrance and measurements of where the culvert will be installed: _____

3). Please indicate the type of material the culvert will be covered with and at what thickness (inches). _____

4). The Village staff will field verify location and determine size culvert. Culvert _____ inches (diameter) _____ feet long (minimum) (the culvert will be ordered, purchased and owned by the landowner) _____ Village Initials

5). The landowner can have the culvert installed by the Village staff at a charge. _____ Village Initials

6). The landowner can hire their own contractor at the contractor's rate. Contractor's Name: _____ Phone #: _____ Village Initials

7). The landowner MUST contact the Village Staff for a final inspection of placement and slope before any covering is placed over the culvert. Village Initials _____ **OK to cover*******

8). The applicant will comply in all aspects with the ordinances, resolutions and procedures of the Village of Kenesaw regulating the materials, construction, and/or maintenance of the driveway entrance and culvert. **Applicant initials** _____

9). The landowner is responsible for maintenance, repair and upkeep of any culvert placed by them in the Village street right-of-way or drainage jurisdiction. **Applicant initials** _____

10). The landowner agrees to replace any road surfaces disturbed during installation. **Applicant initials** _____

11). Any culvert approved by the Village Board to be placed under a roadway or alley will be placed at the Village expense. **Applicant initials** _____

I hereby affirm the accuracy of the above information and certify that I and my subcontractors will abide by the current Village Code and Procedures.

Applicants Signature _____

Date _____

revised 1-2020

VILLAGE OF KENESAW

WATER/SEWER LINE TAP REQUEST
&
REQUEST FOR STREET OPENING
CHARGE SHEET

Date: _____

Reason for Project: _____

Address of proposed street opening: _____

Requested Opening Date: _____ day of _____ 2013 Time:
_____ a.m. / p.m.

Who is Project to be billed: Contractor or Homeowner: _____

Homeowner: Name: _____
Address: _____ City _____
Contact number: #1 _____ #2 _____

Contractor: Name: _____
DBA: _____
Address: _____ City _____
Contact number: #1 _____ #2 _____

I understand that by submitting this request for authorization to proceed with a water
and/or sewer trench and/or backfilling project is only approved with my signature
indicating acceptance and a full understanding of and agree to comply with the Village
of Kenesaw ordinance's and policies regarding water/sewer trenches and backfilling.

Applicant Signature (Signature of party responsible for charges) Date

Village Use Only

Project date: _____ hours: _____
_____ hours: _____
_____ hours: _____
Total Hours: _____

Labor hours _____ X _____ per hour
Sawing hours _____ X \$45 per hour
Jackhammer hours _____ X \$35 per hour
Back hoe hours _____ X \$35 per hour
Concrete** _____ CY X \$per CY
Asphalt** _____ X \$ _____ per ton

** charges based on the current producers price

Submitted by: (Village Staff) _____ Signature

Drawing on Reverse side



SCALE:
1/4" = 5'

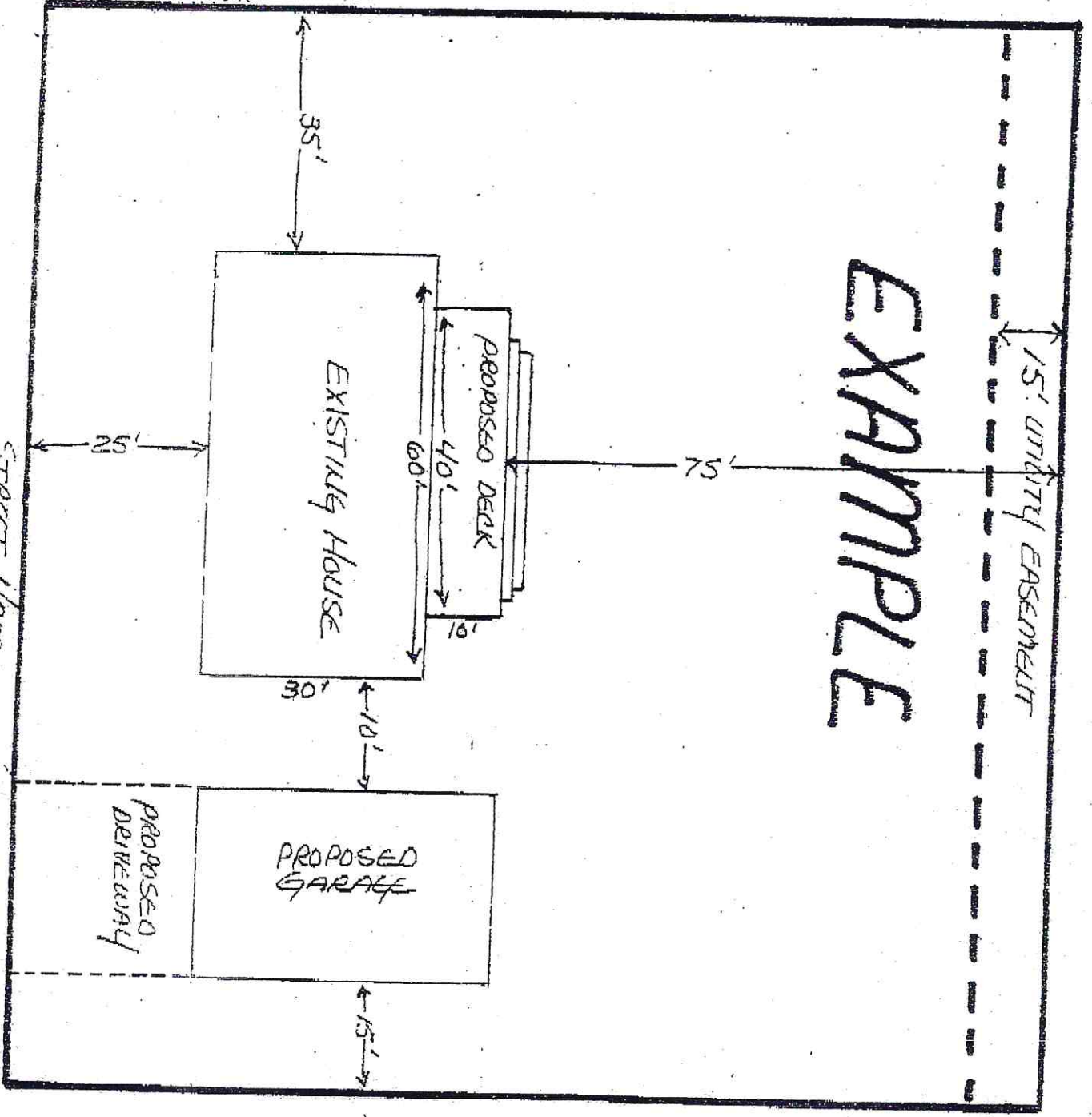
FENCE XXXXX

TREES ☁☁

UTILITY POLE ☒

GAS LINE OR OTHER EXISTING EASEMENTS

EXAMPLE



LEGAL DESCRIPTION:

STREET NAME
SIZE OF LOT

ADDRESS

IF NEW ADDRESS IS USED - PLEASE PROVIDE NAME OF NEAREST HIGHWAY & ROAD MARK THE MIDDLE OF CURVE, CURVE TO MIDDLE OF ROAD

DEVELOPMENT PERMIT/APPLICATION

Permit Application # _____

Date _____

This form is used for any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavations, or storage of equipment or materials.

Developer must obtain all other necessary federal, state, or local permits (e.g. Corps of Engineers 404 Permit, Local Levee District, etc.)

1. Name of Applicant: _____

Address: _____

2. Type and Use of Development: _____

3. Specific Location of Development: _____

4. Complete this section if the proposed development involves the improvement of a structure (I.e. walled and roofed building, manufactured home, or gas and liquid storage tanks): - *Information may be required from a professional bid / market value assessment.*

Pre-improvement Value of Structure: \$ _____
Cost of Improvement: \$ _____

The Following Section is to be Completed by the Community Official:

5. Is the development Substantial Improvement? (see #4) YES NO

6. Is the development in an identified floodplain? YES NO
If YES, complete the following: MSL/NGVD 29

a. Elevation of the Base (100-Year) Flood _____ ft. OR NAVD 88

b. Elevation/Floodproofing Requirement (if applicable) _____ ft. OR MSL/NGVD 29
NAVD 88

c. The developer may be required to submit hydraulic data demonstrating that the proposed development will not increase flood heights more than one foot at any location.

If the development is in a floodplain, the following shall apply:

This permit is issued with the condition that the lowest floor (including basement floor) of any new or substantially improved residential building will be elevated at least one foot above the base flood elevation. If the proposed development is a nonresidential building, this permit is issued with the condition that the lowest floor (including basement) of a new or substantially improved nonresidential building will be elevated or floodproofed at least one foot above the base flood elevation. **The Developer/Owner will provide certification by a registered Engineer, Architect, or Land Surveyor** of the "as-built" lowest floor elevation (including basement) or floodproofed elevation of any new or substantially improved building covered by this permit.

All provisions of the Village of Kenesaw, NE, Floodplain Management Resolution/Ordinance (Number 521-2018) shall be complied with.

Signature of Developer/Owner _____ Date _____

Authorizing Official (Name & Title) _____

Date _____

****Additional Permits/Certificates Required: (check all that apply)**

_____ Elevation Certificate _____ Flood Proofing Certificate (available at www.dnr.nebraska.gov/floodplain/digital-desk-refernece)

5.2 ELEVATION AND FLOODPROOFING REQUIREMENTS

A. Residential Structures

- i. In Zone A, all new construction and substantial improvements shall have the lowest floor, including basement, elevated to or above one (1) foot above the base flood elevation.

B. Nonresidential Structures

- i. In Zone A, all new construction and substantial improvements shall have the lowest floor, including basement, elevated to or above one (1) above the base flood elevation or, together with attendant utility and sanitary facilities, floodproofed so that below one (1) foot above the base flood elevation:
 - a. The structure is watertight with walls substantially impermeable to the passage of water and
 - b. The structure has structural components with the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

**A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. A floodproofing certificate shall be provided to the floodplain administrator as set forth in Section 4.

C. Space Below Lowest Floor

- i. Fully enclosed areas below the lowest floor (excluding basements) and below the base flood elevation shall be used solely for the parking of vehicles, building access, or limited storage of readily removable items.
- ii. Fully enclosed areas below the lowest floor (excluding basements) and below the base flood elevation shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:
 - a. A minimum of two openings having a net total area of not less than one (1) square inch for every one (1) square foot of enclosed space,
 - b. The bottom of all openings shall not be higher than one (1) foot above grade, and
 - c. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they allow the automatic entry and exit of floodwaters.

D. Appurtenant Structures

- i. Structures accessory to a principal building may have the lowest floor below one foot above base flood elevation provided that the structure complies with the following requirements:
 - a. The structure shall not be used for human habitation.
 - b. The use of the structure must be limited to parking of vehicles or storage of items readily removable in the event of a flood warning.
 - c. The floor area shall not exceed 400 square feet.
 - d. The structure shall have a low damage potential.
 - e. The structure must be adequately anchored to prevent flotation, collapse, or other lateral movement.
 - f. The structure shall be designed to automatically provide for the entry and exit of floodwaters for the purpose of equalizing hydrostatic forces. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:
 1. A minimum of two openings having a net area of not less than one (1) square inch for every one (1) square foot of enclosed space,
 2. The bottom of all openings shall not be higher than one (1) foot above grade, and
 3. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they allow the automatic entry and exit of floodwaters.
 - g. No utilities shall be installed except electrical fixtures in the structure, which must be elevated or floodproofed to one (1) foot above base flood elevation.
 - h. The structure shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters.
 - i. If the structure is converted to another use, it must be brought into full compliance with the minimum standards governing such use.