

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 _____

The applicant/contractor will mark lot lines, corners and proposed construction corners in order to measure setbacks. A rendering of the proposed project must be submitted with the application and include the dimensions of the project along with the measured setbacks. (see example enclosed) The applicant & contractor and/or subcontractors must comply with the Village requirements. Please see all attached documents included with this application in regards to specific regulations to the project on this application. The applicant will comply in all respects with the regulations of Adams County, Nebraska, regulating zoning in said County. This application could and will be reviewed and approved by one or all of the following entities as per ordinance ~ ACP&Z, Village Clerk, Village Superintendent and the Village Board as appropriated.

ALL New homes and businesses are required to install a water meter. Ord# 3-115

The meter will be furnished by the Village and the installation is the applicant/contractor responsibility.

****Install Inspection: _____

The Village Superintendent will discuss instructions with the landowner/contractor.

All NEW construction must complete the State Cross-Connection Control Reporting Form within 30 days of completion of construction and submit to the Village Office. (this report is performed every 5 years) _____ (date of completion)

****NEW CONSTRUCTION~ please see forms for water & sewer tapping requirements attached.**

I hereby affirm the accuracy of the above information and certify that I and my subcontractors will abide by the County & Village Codes of the Village of Kenesaw and Adams County, Nebraska.

_____ Applicant Signature & Date _____

_____ Contractor Signature & Date _____

Village Superintendent Signature: (if applicable) _____ Date _____

Village Clerk Signature: _____ Date _____

Adams County Planning & Zoning ~ OFFICIAL USE ONLY

Property Improvement Stmt# _____ Zoned Use: _____

Valuation \$ _____ Zoning Director: _____

To: Road Dept for address: _____ Approved: _____ Denied: _____

County Assessor: _____ Date: _____

Flood Plan Administrator: _____ Permit Fee: \$ _____ Permit# _____

Village of Kenesaw ~ OFFICIAL USE ONLY

Project Type: _____

Permit Fee \$ _____ Date paid _____ Check# _____ Cash _____

Application Fee \$25.00: _____ (collected for driveway, culvert & sidewalk applications)

Date collected: _____ Check# _____ Cash _____

****Performance Bond Fee \$500:** _____ (collected for driveway applications only)

Date collected: _____ Check# _____ Cash _____

****Water Tapping Fee:** _____ (please complete application)

**** Bond \$ ~ returned after completion inspections performed by the Superintendent of the Village.**

Date returned: _____

Project~Final Inspection Notes:

_____ Inspector

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

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

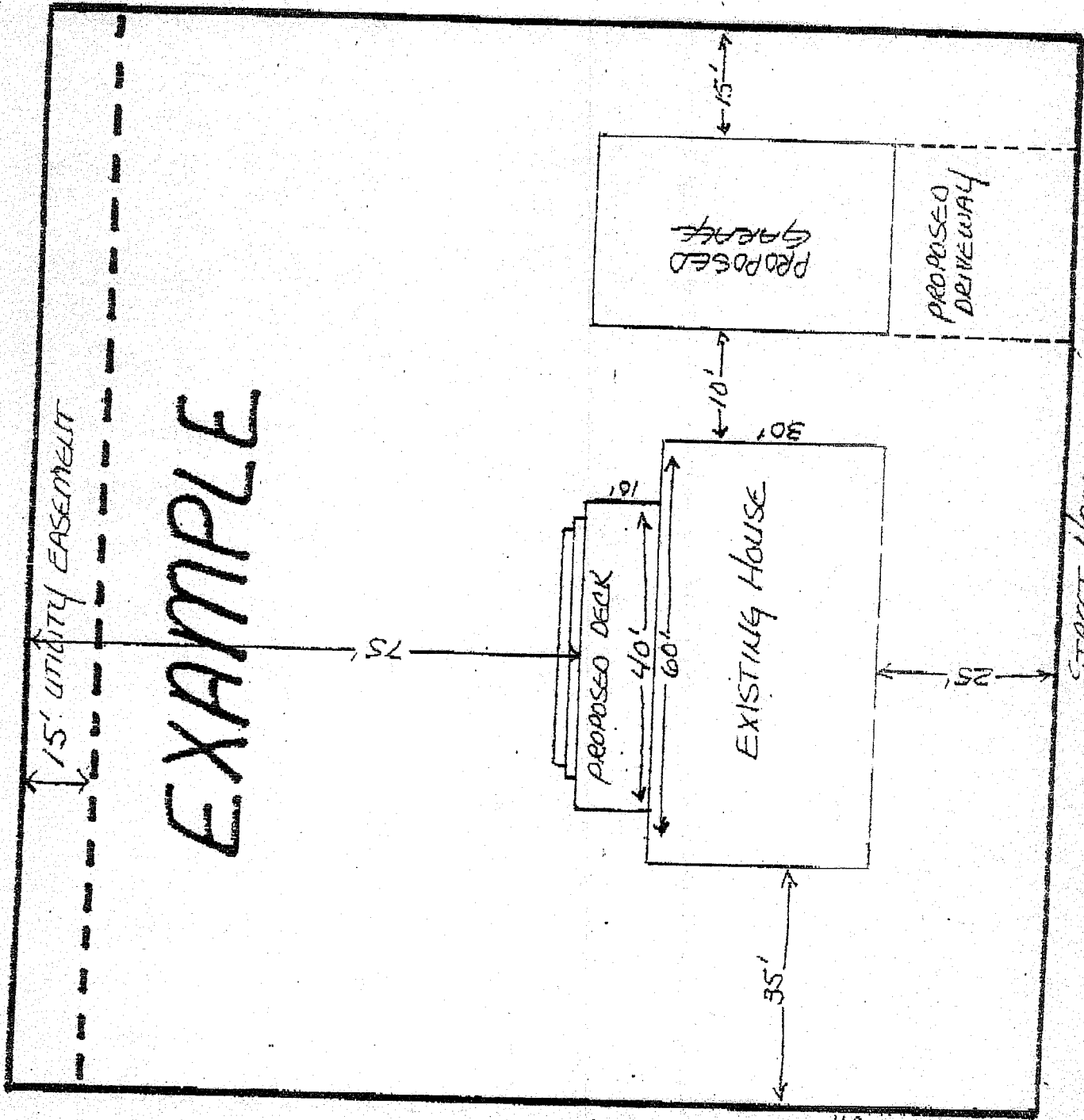
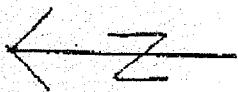
Project date: _____ hours: _____
_____ hours: _____
_____ hours: _____
Total Hours: _____

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



EXAMPLE

SCALE: 1/4" = 5'

FENCE XXXXX

TREES ☁

UTILITY POLE ☒

SEASIDE OR OTHER EXISTING EASEMENTS

LEGAL DESCRIPTION:

STREET NAME

SIZE OF LOT

ADDRESS

(IF NEW ADDRESS IS USED - PLEASE PROVIDE NAME OF NEAREST NEIGHBOR + MINIMUM FEET FROM THE MIDDLE OF YOUR HOUSE TO MIDDLE OF NEIGHBOR)

Village of Kenesaw

109 N Smith Avenue – PO Box 350
Kenesaw, NE 68956
(402) 752-3222

BASE FLOOD ELEVATION DISCLOSURE FORM

Date _____

Name _____ Phone # _____

Construction Property Address _____

BASE FLOOD ELEVATION (BFE) _____

I have been provided the information on the Base Flood Elevation (BFE) for the above noted property and understand that this property is zone A in the FEMA flood maps as of 1/5/2018 and is in the Flood Zone.

I understand that building in the flood zone not to state statutes and regulation may affect my home owner's insurance.

Property Owners Signature _____ Date _____

Printed Name _____

State of Nebraska Department of Natural Resources -
Nebraska Administrative Code Title 455. Chapter 1.
Rules and Regulations Concerning Minimum Standards for
Floodplain Management Programs – 6/27/2008

004.07 -- All new construction and substantial improvements of residential structures shall have the lowest floor (including basement) elevated to or above one foot above the base flood level.