

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 at 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 service line larger than the ¾ to 1 inch which is provided, the larger line 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 of 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)
- 5). The landowner can have the culvert installed by the Village staff for a rate of \$200.00. _____
- 6). The landowner can hire their own contractor at the contractor's rate.
Contractor's Name: _____
Phone #: _____
- 7). The landowner **MUST** contact the Village Staff for a final inspection of placement and slope before any covering is placed over the culvert.

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 2-2011

VILLAGE OF KENESAW

CHARGE SHEET

Please check the correct line that is applicable towards your project.

- Water/Sewer Line Tap Request
Request for Street Opening / Back Fill
Installation Culvert Request

Date:

Reason for Project:

Address of proposed street opening:

Requested Opening Date: day of 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

Permit Application # _____

DEVELOPMENT 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):

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:		
	a. Elevation of the Base (100-Year) Flood _____ft.	OR	MSL/NGVD 29
			NAVD 88
			MSJNGVD 29
	b. Elevation/Floodproofing Requirement (if applicable) _____ ft.	OR	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.		

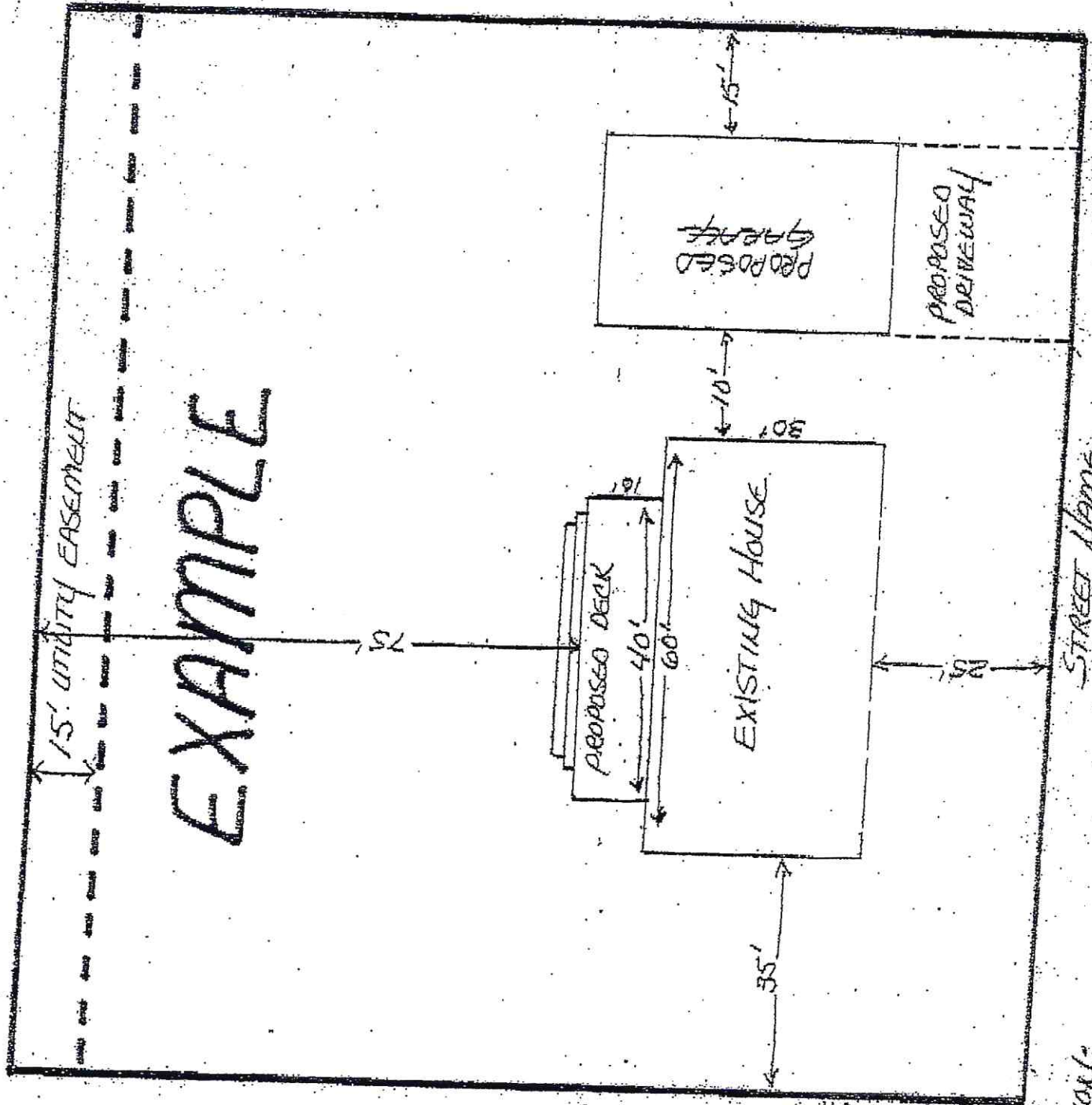
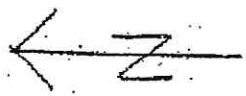
If the development is in a floodplain, the following shall apply:

This building permit will be issued elevated with at the least condition one foot that above the lowest the base floor flood (including elevation, basement If the proposed floor) of development any new or substantially is a nonresidential improved building, residential 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 _____ Floodplain Management Resolution/Ordinance (Number _____) shall be complied with.
(County or City)

Signature of Developer/Owner Date Authorizing Official (Name & Title) Date

Drawing on
Reverse side



SCALE: 1/4" = 5'

FENCE XXXXX

TREES ☉☉

UTILITY POLE ☒

GAS LINE OR OTHER EXISTING EASEMENTS

LEGAL DESCRIPTION:

IF NEW ADDRESS IS USED - PLEASE PRINT NAME OF NEAREST NEIGHBOR & HOW MANY FEET SEPARATION FROM PROPERTY LINE