

**CHECKLIST FOR REVIEW OF  
APPLICATION FOR LAND USE PERMIT**

Application No.: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
 Property Owner/ \_\_\_\_\_  
 Applicant: \_\_\_\_\_ Applicable \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

*Is all information provided as required?*

|                                      |           |          |
|--------------------------------------|-----------|----------|
| Description of proposed structure    | _____ Yes | _____ No |
| Proposed use of structure            | _____ Yes | _____ No |
| Type of construction                 | _____ Yes | _____ No |
| Dimensions including finished height | _____ Yes | _____ No |
| Drainage issues planned for          | _____ Yes | _____ No |
| Estimated cost                       | _____ Yes | _____ No |
| Estimated period of construction     | _____ Yes | _____ No |
| Exterior lighting plan               | _____ Yes | _____ No |

|   |           |          |
|---|-----------|----------|
| <b>Sketch:</b> Lot size (dimensions)  | _____ Yes | _____ No |
| Distances to lot lines, existing structures,<br>& adjacent streets and alleys | _____ Yes | _____ No |
| Dimensions of proposed construction   | _____ Yes | _____ No |

|   |           |          |
|---|-----------|----------|
| <b>Copy:</b> Treasurer's Certificate (accelerated taxes)<br>[moving-removal only] | _____ Yes | _____ No |
|---|-----------|----------|

If any of the foregoing items are not completed, application must be returned to applicant, and applicant must provide all missing information and then resubmit the application for review.

Does the proposed use or construction comply with the  
Zoning Regulations? \_\_\_\_\_ Yes \_\_\_\_\_ No

Recommended for approval by Administrative Zoning Administrator \_\_\_\_\_ Yes \_\_\_\_\_ No

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Authorized By: \_\_\_\_\_

**City of Atkinson Zoning Compliance Application**

|                             |                        |
|-----------------------------|------------------------|
| Permit No. _____            | Date: _____            |
| Applicant Name: _____       | Phone Number _____     |
| Street Address: _____       | Mailing Address: _____ |
| <i>Email Address:</i> _____ | _____                  |

|  |  |
|--|--|
| <b>Type of Construction:</b><br><input type="checkbox"/> New building <input type="checkbox"/> House <input type="checkbox"/> Garage <input type="checkbox"/> Other (specify) _____<br><input type="checkbox"/> Addition or alteration _____<br><input type="checkbox"/> Moving / teardown (complete back page)<br><input type="checkbox"/> Fencing ( <i>strongly recommended to be 2 feet from property line</i> )<br><input type="checkbox"/> Sign<br><input type="checkbox"/> Sidewalk/ remove & replace; Drainage<br><input type="checkbox"/> Cutting curb | <b>Proposed Use:</b><br><input type="checkbox"/> Residential 1 family<br><input type="checkbox"/> Residential Duplex<br><input type="checkbox"/> Commercial<br><br>Frame Type _____<br>Dimensions: _____ x _____ x _____<br>Estimated Cost: \$ _____ |
|--|--|

**Start Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

**Note 1:** A drawing of proposed project, which does not need to be to scale, must be submitted showing distance to lot lines, existing buildings, and streets and alleys next to the lot. **You are responsible for determining lot lines.** These can be established by locating property pins, which are typically a metal or synthetic rod driven into the ground. A metal detector can aid in searching for metal pins. If pins cannot be located, it may be necessary to hire a surveyor to reestablish property pins. Stake out location as soon as possible for inspection.

**Note 2:** Possible Drainage issues must be considered and a plan noted to solve. **Note 3:** Need plan for exterior lighting.

|   |                     |   |
|---|---------------------|---|
| <b>Permit Costs:</b>                              |                     | <b>Additional Comments:</b><br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |
| Building permit, new construction                 | \$40.00             |   |
| Building permit, < 1,000 sq ft addition or garage | \$20.00             |   |
| Moving  | \$10.00             |   |
| Teardown - also requires \$500 deposit            | \$10.00             |   |
| Fence   | No fee              |   |
| Sign <i>separate application</i>                  | \$20.00             |   |
| Curb cut  | Fee from contractor |   |
| Sewer Tap Permit                                  | \$500.00            |   |
| Water Tap Permit                                  | \$500.00            |   |

**Note 4:** In Addition to above tap fees, cost of removal & replacement of paving, curb, gutter, sidewalks, and any other items that must be removed & replaced in order to install the service will also be charged to the property owner.

*A fee shall be paid to the City Clerk at time application is submitted. I hereby agree to comply with all Local and State Ordinances in connection with the above stated request.*

**Services to be installed:**  
 Water     Sewer

**Footings inspection date** \_\_\_\_\_

\_\_\_\_\_  
**Applicant signature**

\_\_\_\_\_  
**Utilities Superintendent**

\_\_\_\_\_  
**Police Chief**

**City of Atkinson**  
**Moving Permit or Removal/Teardown Permit**

*Check one below*

**Moving**

**Removal/Teardown**

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Size \_\_\_\_\_

Estimated Start Date \_\_\_\_\_

Estimated End Date \_\_\_\_\_

**Moving Only:**

Future location: \_\_\_\_\_  
\_\_\_\_\_

Equipment to be used: \_\_\_\_\_

Proposed route: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit No. \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Bldg./

Construction \_\_\_\_\_

Approximate Cost \_\_\_\_\_

**Teardown/Removal Only:**

Asbestos: \_\_\_\_\_ Yes \_\_\_\_\_ No

Location of disposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
**Utilities Superintendent**

\_\_\_\_\_  
**Police Chief**

**Note 1:** Draw proposed project, not necessarily to scale, showing distance to lot lines, existing buildings, and streets and alleys next to the lot. (More info on pg. 1 of application)

**Note 2:** Possible drainage issues must be considered and a plan noted to solve.

**Note 3:** Need a plan for exterior lighting.

**Note 4:** If new building or addition meets following conditions:

- Exceeds 3,000 sq. ft., or
- Exceeds 30 ft. in height, or
- Is sized to be occupied by 20 people or more.

***Then the plans need to be stamped by an architect and/or professional engineer licensed in the State of Nebraska.***

