



# NON-PERMITTED ACCESSORY STRUCTURE APPLICATION

1. **PLACEMENT (Check One):**     SIDE YARD                       REAR YARD  
**PROPOSED USE OF STRUCTURE:** \_\_\_\_\_  
**BUILDING SQ. FT.:** \_\_\_\_\_

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2. **SITE ADDRESS:** \_\_\_\_\_  
**LEGAL DESCRIPTION: ACCOUNT #:** \_\_\_\_\_ **LOT(S):** \_\_\_\_\_ **BLK(S):** \_\_\_\_\_  
**SUBDIVISION:** \_\_\_\_\_

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3. **PROPERTY OWNER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**E-MAIL ADDRESS:** \_\_\_\_\_

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4. **UTILITIES REQUIRED:**     YES     NO    IF YES, EXPLAIN: \_\_\_\_\_

**Non-Permitted Accessory Structure required submittals and additional information:**

1. An original signed application with the property owner's original signature. (*Faxed, Scanned, E-mailed, or Incomplete Applications will not be accepted.*)
2. Provide a copy of your property survey showing your property lines and indicate where you will be placing the accessory structure on the survey.
3. If utilities are to be installed in the structure, the Homeowner is responsible for obtaining the appropriate state permits prior to installation.
4. The Homeowner is responsible for ensuring the structure is not placed within any easement. (*Please refer to your property survey*)

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
*Property Owner*    *Signature*    *Date*    *Phone*

**\*\*\* DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY \*\*\***

**ZONING DISTRICT:**     GC                       HC                       I                       MFRL  
 MFRM                       MFRH                       MHP                       MXC  
 MXN                       RHZ                       RR                       SFR-A  
 SFR-B                       SFR-C

**SET BACK INFORMATION:** REAR: \_\_\_\_\_ SIDE: \_\_\_\_\_  
**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

**PLACEMENT:**     APPROVED                       DISAPPROVED

\_\_\_\_\_    \_\_\_\_\_  
*Building Inspector Signature*    *Date*

**FOR OFFICIAL USE ONLY**

[ DATE RECEIVED ]

DO NOT WRITE IN THIS BOX