

ZONING PERMIT APPLICATION PROCESS MAY 1, 2017

STEP 1: APPLICATION SUBMITTED

- Applicant to complete the Application for Building Permit, pay fee and submit to city office.
- City clerk will to review the application to verify the application is completed properly.
- **Note:** All information must be included in the application, including drawings with dimensions and any known variances from adjoining property owners.
- Zoning Administrator will review the application for accuracy and completeness and contact applicant with questions, clarifications or requests for additional information.

STEP 2: APPLICATION TO CITY MAINTENANCE FOR REVIEW

- The Zoning Administrator will submit the application to city maintenance staff for review.
- The city maintenance staff will sign-off on the application or make the Zoning Administrator aware of any problems in the application. An example of items to be reviewed by the city maintenance is water, sewer, electrical, gas and easements necessary for ease of city maintenance including street maintenance and snow removal.

STEP 3: APPLICATION TO CITY GOVERNMENT FOR REVIEW

- The Zoning Administrator will submit the application to city government for review.
- The city government will sign-off on the application or make the Zoning Administrator aware of any problems in the application.
- Note: if the application does not comply with city zoning ordinances the applicant can request a variance to the ordinances. All variances to the ordinances must be presented to the city council by the applicant.

STEP 4: APPROVAL OF APPLICATION

- Upon completion of reviews and signatures of the city maintenance staff and city government the Zoning Administrator will sign-off on the application.
- The approved or denied application will be given to the city clerk at the city office.
- Approved permits will be copied with one copy for the applicant and another copy for Knox county assessor's office.
- The city clerk will contact the applicant to inform them the permit is available at the city office. The city clerk will also retain one copy for the Knox County Assessor's Office and keep the original application on file at the city office.
- Denied permits must be accompanied with a written explanation for denial.

Note: If significant construction is not started within 6-months or completion of the project within 12-months of the approved permit the applicant must request an extension to the original permit. A request for an extension must include a description of the reason for the extension and the requested amount of time for the extension.

Note: Constructing without a permit, construction not in compliance with an approved permit or not completing construction within the approved permit is subject to fine by the City of Crofton.

Note: E-files of zoning ordinances, zoning permit and variance letter are available at www.crofton-nebraska.com.

It is the responsibility of the property owner to verify all utility locations and easements of utilities with City of Crofton, county electrical, cable and Phone Company and state highway and environmental agencies. **Note:** Nebraska law requires everyone who excavates (or otherwise disturbs the surface) must first call the state one-call notification center at least 2 business days, but not more than 10 days, before the work is scheduled to start. The diggers hotline is 800-331-5666 or 811 or www.ne1call.com.

**PLAT SURVEYS AND PLAT FILING ADJUSTMENT PROCESS FOR THE CITY OF
CROFTON NEBRASKA AND THE ONE MILE EXTRA TERRITORIAL
JURISDICAITON**

- Step 1:** Submit the survey to the City office for evaluation by the appropriate officials.
- The City of Crofton fee is: \$2.00 per page or a minimum of \$10.00.
- The Knox County Processing Fee is: Page 1: \$10.00. Each Additional Page is \$6.00 per page.
- Step 2:** If not acceptable the survey will be returned to you with explanation.
- If acceptable it will be presented to the city council for approval.
- Step 3:** If approved by the city council it will be signed by appropriate City officials and stamped with the City Seal.
- Step 4:** As soon as practical the Survey will be presented to the appropriate Knox County Officials for their approval & signatures.
- Step 5:** The Survey will then be filed with the Knox County Register of Deeds and Stamped with their Seal. They will place it online at Nebraskadeedsonline.us. When the Survey appears on that website it can be downloaded as needed. It may take several days to post so check at your convenience.