



Permit #: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Fee: \$ \_\_\_\_\_

**CITY OF NEW HAMPTON, IOWA**  
**ZONING/BUILDING PERMIT APPLICATION AND APPROVAL**

**Property Owner Information:**

Name of Owner:
Mailing Address:
Telephone Number:
Email Address:

**Property Information:**

General Address of Property in Question (parcel number, street address or road address):
Legal Description of Property in Question (Attach, if necessary):

**Request Information:**

Existing Use of Property:
Zoning Classification or District (Principal Permitted Uses Only):
Contractor Name:
Contractor Phone Number: _____ Email: _____
Proposed Use of Property or Improvement:
Valuation of Intended Improvements: \$ _____
Actual (Site Specific) Dimensional Information: Lot Area: _____ Building Dimensions: _____ Building Height: _____ Front Yard Setback: _____ Side Yard Setback: _____ Side Yard Setback: _____ Rear Yard Setback: _____ Building Materials: _____

**Special Notes:**

- \* Attach a site plan that contains lot dimensions, and size, shape and location of buildings or structures to be erected or affected and the distance from all property lines (see attached requirements).
- \* Flooring, painting, or replacement of heating/cooling units do not require a permit.
- \* No exterior siding containing materials, unlike those of surroundings buildings, shall be used in the construction, remodeling, or repair of a structure. Structures 250 sq ft or less are excluded.
- \* Call Iowa One Call at 800-292-8989 for protection against underground utility damage.
- \* Electrical permits are required for all new installations. Call 866-923-1082 for more information.
- \* Please complete the attached TAX EXEMPTION form. All residential improvements are eligible for abatement if the assessed property value increases by at least 10%.

**Acknowledgement and Certification of the Applicant and/or Owner:**

I/We understand this application, and that it with required attachments, constitutes our complete zoning permit application for the proposed use or improvement stipulated above. I/We certify that the information we have provided to the Zoning Administrator is complete, accurate, and true to the best of our knowledge. Any intentional falsification or change in the information contained in this application, or to the attached information, shall cause: this application to become null and void and any approval granted herein to be revoked.

I/We understand the nonrefundable fee for consideration of this application is \$\_\_\_\_\_. Under no circumstances shall all, or part, of this fee be refunded to applicant.

An applicant who is issued a zoning permit is bound, by acceptance of the permit, to commence the construction for which the permit is issued and is bound to finish said construction within twelve (12) months from and after said date of issue. A zoning permit issued under the City Zoning Ordinance shall be valid for a period of twelve (12) months from and after the date of issue of said permit. Upon expiration of a permit, the holder shall make a new application for a new permit under the provisions of this chapter and shall otherwise go through the same procedure as required for issuance of the original zoning permit. The fee for the second permit, as in the case of the original permit fee, shall be set by resolution by the City Council.

\_\_\_\_\_  
Applicant Signature

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

\_\_\_\_\_  
Owner Signature, if not the applicant

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

**Approval of the City:**

Based on the information provided in this application, and attested to, by the applicant, I have reviewed the request and hereby approve of this application and permit for zoning compliance on behalf of the City of New Hampton, Iowa.

\_\_\_\_\_  
Signature of Zoning Administrator

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

## Site Plan Requirements & Example

For all new buildings, structures, or additions, a site plan is required. Below are all the requirements.

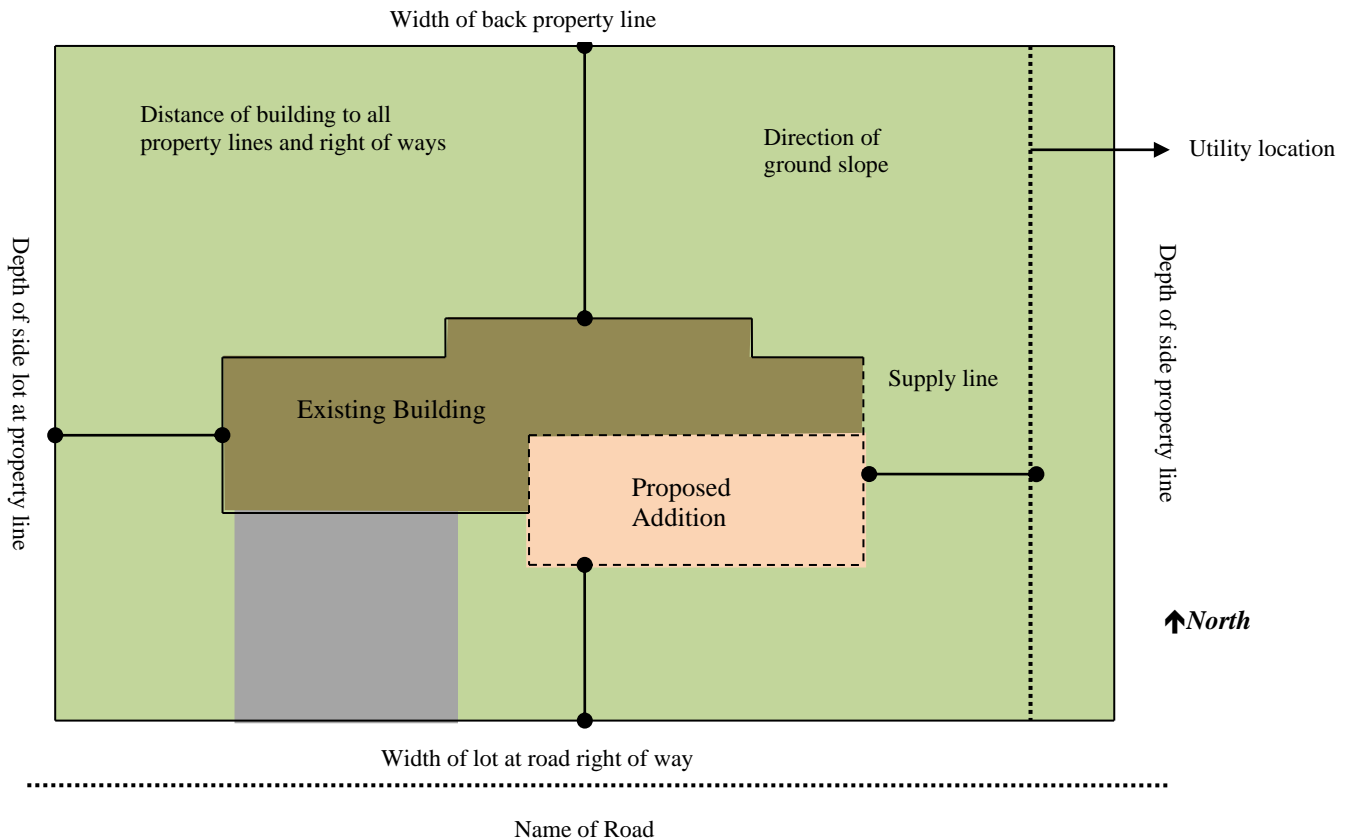
Indicate: Existing buildings with dimensions (solid line).  
Proposed buildings with dimensions (dashed line).  
Lot size and property lines.  
Distance from road right of way and property lines to: Existing and proposed buildings and existing; and proposed septage and water supply (if applicable).

Also indicate: Distance between buildings.  
Direction of ground slope in relation to stormwater.  
Underground and overhead utilities including water and sewer supply lines.  
An arrow indicating north.  
Scale

GIS Tools: Beacon Schneider online mapping system provides property data and measuring tools for Chickasaw County and the City of New Hampton. Visit: <https://beacon.schneidercorp.com/>

For Residential properties, if a site plan is not professionally done, use the following page to draw your proposed plan. Shall be to drawn to scale. Please ensure the above indications are included. Failure to include will result in an incomplete application. An example of a site plan is below.

For commercial and industrial properties, as well as multi-family residential structures, all site plans shall be prepared by a licensed professional. Along with the site plan, grading and drainage plans must also be submitted. If property is greater than an acre in size, then the subject property is required to comply with stormwater management standards by submitting a stormwater management plan prepared by a civil engineer.



# SITE PLAN