102 W Florence Street
Crescent, Iowa 51526
Office Hours: 8:30a to 4:30p

712.545.3981
crescentiowa.org
clerk@crescentiowa.org

ACCESSORY BUILDING PERMIT APPLICATION

Date Submitted: _____

❒ Shed ❒ Detached Garage/Shop ❒ Detached Carport

Property Owners Name: _____

Address of Project: _____

Mailing Address (if different): _____

Phone(s): _____

Email: _____

Survey Company: _____

Contractor: _____

Contractor Address: _____

Contractor Phone: _____ ❒ Certificate of Liability submitted

Reason for request and detailed description of project. _____

_____

_____

_____

Non-Refundable Application Fee Due at Submission: $ _____

See Backside for Requirements and Instructions.

Permit review may be rushed for a fee of $200 for special Planning meeting and $400 for special Council meeting.

Office Use Only

Amount Paid: _____ ❒ Cash ❒ Check #_____ ❒ **Assessors Copy Filed**

Votes: _____

By Planning: ❒ Approved ❒ Denied City Official: _____ Date: _____

By Council: ❒ Approved ❒ Denied City Official: _____ Date: _____

Followup Inspection Completed by: _____ _____ Date: _____

Permit expires one year from application date.

Accessory Building Permit Application
Requirements and Instructions

❒ Site Plan showing measurements and property pin locations: *(Must be attached or application will be denied.)*
• Drawn on attached graph paper showing property pins **or**
• Color aerial view printed from Pottco.org with sketched site plan

❒ Must be located in line with or behind the front face of the primary structure, if one exists, with a minimum side and rear yard requirement of 3'. Setbacks measured from property line to building footings, eaves or overhangs, whichever extends furthest.

❒ The total lot coverage in square feet including all buildings shall not exceed 30% of the total lot.

Existing Primary Structure	_____ sq ft
Existing Building	_____ sq ft
Existing Building	_____ sq ft
New Accessory Structure	_____ sq ft
Total	_____ sq ft

Lot size _____ sq ft - 30% = _____

❒ Any accessory building shall not cover in square feet more than 60% of which the existing dwelling covers in square feet. If more than one lot is used, the percentage shall be computed on the combined size of the lots.

Existing Primary Structure	_____ sq ft - 60% = _____
New Accessory Structure	_____ sq ft

❒ Total height of the accessory building _____ ft. Shall not exceed 18' and have no less than 12'-4" pitch roof.

❒ Attach legal description of property from PottCo.org.

❒ Plat of all existing utilities, streets and alleyways.

❒ State electrical permit required from iowaelectrical.gov, if applicable.

❒ Non-refundable application fee must be included. Application expires one year from date of approval and is non-transferable.

❒ 0-200 sq ft	$40.00
❒ 201-400 sq ft	$70.00
❒ 401-600 sq ft	$150.00
❒ 601-1000 sq ft	$250.00
❒ Over 1001 sq ft	$500.00

❒ Sewer/Water applications are also required for all new structures requiring sewer and water. Contact PeopleService at 402-344-4800 for applications. It is the responsibility of the homeowners to inform contractors they must apply before any work begins.

❒ The applicant assumes all risks and liabilities related to excavation work. Certificate of Liability required indicating the applicant carries $1,000,000 bodily injury per person, per accident and $1,000,000 property damage per accident.

Is the property located in a floodplain area? ❒ Yes ❒ No
If yes, you are required to obtain a Floodplain Development Permit Application.

I have read, understood, agree and have met all of the requirements as outlined in this application.

Applicant Signature: _____ Date: _____

Please include your **property lines marked with pins** and **setback measurements**.