

# BUILDING PERMIT APPLICATION INSTRUCTIONS

## CITY OF TEMPLETON

108 South Main, PO Box 106  
Templeton, IA 51463  
Phone (712) 669-3443 Fax (712) 669-3403

**PLEASE READ ALL  
INSTRUCTIONS  
CAREFULLY!**

### A. GENERAL INSTRUCTIONS

1. Complete all sections of the building permit form. Attach additional sheets if necessary.
2. Check the appropriate box in the "Project Type" section. If your project does not fit one of the listed types, write your project in and check the "Other" box. In the "Description of Proposed Project & Use," include a complete description of the type of construction to be used as well as a description of the materials involved (i.e., brick, concrete, wood frame, vinyl siding, etc.). Also, you must describe the proposed use of the project once it is completed. For example, if you are building a house and intend to live there, list "residence" as the proposed use. If you are putting up a garage and intend to do body work in that garage, indicate so. Be aware, though, that some uses are not allowed in specific zoning districts. If insufficient information is provided, the application may be returned without review.
3. All projects must be in compliance with all sections of the Zoning Ordinance, and it is the responsibility of the applicant to research the appropriate requirements that are applicable to a project. Setback, area and height requirements for all districts are listed on the last page of these instructions (principal structures are highlighted in orange, accessory structures in yellow). If you are unsure of all requirements that may apply to your project, you can review a copy of the zoning ordinance at City Hall, view it on the City's website ([www.templetoniowa.com](http://www.templetoniowa.com)) or purchase a copy. An application not in compliance with the zoning ordinance may be rejected or returned to the applicant so that the project can be adjusted, moved, or changed so that it is in compliance.

### B. DRAWINGS

1. All building permit applications must include a detailed scale drawing of the proposed project in relation to the surroundings. On your drawing, make sure to note driveways, sidewalks, off-street parking, utility locations (including water and sewer), and any other buildings located on the property that are or are not affected by the proposed work.
2. All drawings must include the following minimum information, as well as any other necessary information:
  - Location of lot lines
  - Street and alley locations
  - Easements
  - General layout of parking lot with driveway & parking space dimensions (in case of multi-family construction)
  - Location of required and actual setbacks
  - Location of all buildings, whether affected or not

### C. IOWA ONE CALL

All applicants who propose excavation or any digging as a part of the project are responsible for contacting Iowa One Call at **1-800-292-8989** a minimum of three business days before any excavation or other digging begins.

### D. SUBMISSION/REVIEW PROCEDURE

Completed building permit applications shall be submitted to the City Clerk, who will forward to the Zoning/Building Administrator for review. **Applications are due by 8:00 a.m. the Wednesday prior to the council meeting at which the permit will be discussed.** After submission, the Administrator and/or City Clerk will determine whether or not the proposed work meets all of the requirements of the Zoning Ordinance, and the following will occur:

1. If additional information is required, the application may be returned to you for clarification.
2. Building permit applications for projects costing no more than \$5,000.00 may be reviewed and approved by the Zoning/Building Administrator. If the applicant meets all requirements of the Zoning Ordinance, pays the required fee to the City Clerk, and receives the approval of the Zoning/Building Administrator, the permit shall be considered approved and effective immediately. Permits approved under this method may be subsequently presented to and discussed by the full City Council and Mayor for information purposes. All applications for projects costing over \$5,000.00 must be reviewed by the City Council at a regularly scheduled or special meeting (see #5 below).
3. If any application does not meet the requirements of the Zoning Ordinance (i.e., setbacks are not sufficient), a variance or special exception may be required, in which case you will be notified of your requirement to request a variance or special exception per the provisions of Sections 302.09 (B) & (C) of the City of Templeton Zoning Ordinance.
4. If an application does meet all requirements of the Zoning Ordinance, the application will be provided to the City Council for final review. The Zoning/Building Administrator will consult with the Clerk so that the final review shall be placed on the Council agenda and copies of the application are forwarded to the Council for review prior to the meeting. The Clerk will also notify you of the date of the Council Meeting so that you may be present to answer any questions.
5. The **City Council** shall make final review of all building/zoning applications for all projects costing over \$5,000.00. If an application is approved, the Clerk will notify you and the Zoning/Building Administrator so that inspection of the project can be scheduled. If an application is returned to you for further information, you must re-submit the requested additional information to the Clerk. If an application is denied, the Council will notify you with its reasons for denial. If you feel that a special Council meeting outside of a regular monthly meeting is necessary to review the application in order to start the project, the Council may assess the cost of the special meeting to the applicant.
6. Building permits shall expire 18 months after the date of issuance if work is begun within 180 days, or after 180 days if no substantial beginning of construction has occurred. The Zoning/Building Administrator may grant extensions of time in writing if the applicant shows good cause (i.e., weather problems, material unavailability, etc.).

## E. PERMIT FEES

Application permit fees are due at the time of application to the City Clerk and may be made payable to the City of Templeton. The fees for building permit applications and other applications related to the zoning ordinance are as follows:

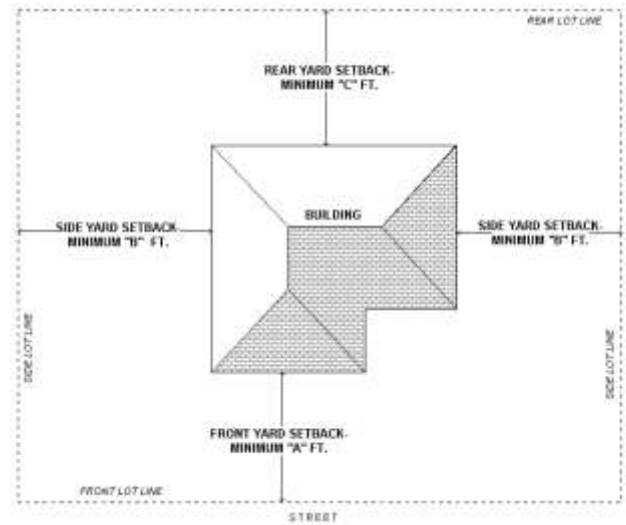
PROJECT TYPE OR ACTIVITY	FEE
<b>Structure</b> (house, garage, commercial building, etc.) costing <b>less</b> than \$5,000.00	\$ 50.00
<b>Structure</b> (house, garage, commercial building, etc.) costing <b>more</b> than \$5,000.00	\$125.00
Advertising Banners	\$ 10.00
Appeals	\$ 50.00
Basketball Hoop Poles	\$ 10.00
Billboards & Signs	\$ 10.00
Concrete Slab	\$ 25.00
Fences - Permanent	\$10.00
Fences - Snow or Temporary ( <i>N/C but building permit still required</i> )	<i>No Charge</i>
Flagpoles	\$ 10.00
Lampposts, Light Bollards, or any other similar exterior lighting fixture.	\$ 10.00
LP Fuel Tanks if set on a permanent foundation	\$ 10.00
Playhouse & Other Playground Equipment - playhouses, swing sets, "Jungle Gyms", or any other similar structure.	\$ 10.00
Retaining Walls – 18" or more	\$ 10.00
Satellite Dish Antennas - <i>shall not exceed a diameter of 12 feet.</i>	\$ 10.00
Sidewalk - <b>New</b>	\$ 10.00
Sidewalk - <b>Replacement</b> ( <i>No Charge but a building permit is still required</i> )	<i>No Charge</i>
Swimming Pools	\$ 25.00
Trellises/Clotheslines	\$ 10.00
FEES FOR OTHER ZONING-RELATED APPLICATIONS	
Application for change in zoning classification	\$ 250.00
Application for special exception	\$ 100.00
Application for special use permit - New	\$ 25.00
Application for special use permit - Renewal	\$ 25.00
Application for variance	\$ 250.00
Complete copy of zoning ordinance	\$ 50.00

***The complete City of Templeton Zoning Ordinance is available for review at City Hall by contacting the City Clerk at (712) 669-3443***

***The Zoning Ordinance may also be viewed online at [www.templetoniowa.com](http://www.templetoniowa.com).***

# YARD (SETBACK), AREA, AND HEIGHT REQUIREMENTS

Different front, side, and rear yard (setback), lot area, and building height requirements apply to each zoning district. Setbacks are measured from the property line (not the location of the street or curb) to the farthest protruding continuous point on the building (i.e., if a new house has a 2' eave overhang, the setback should be measured from the eave, not the wall).



ZONING DISTRICT	Minimum Lot Area	Minimum Lot Width	Type of Use or Structure	Minimum Front Yard (Setback) "A"	Minimum Side Yard (Setback) "B"	Minimum Rear Yard (Setback) "C"	Maximum Height-the lesser of:
<b>AG</b> Agricultural	1 acre	300 feet	PRINCIPAL USES	25 feet	25 feet	25 feet	2 ½ stories or 35 feet
			ACCESSORY USES	25 feet	10 feet	10 feet	35 feet, except grain bins or silos, where limits do not apply
<b>11-RS</b> Large Lot Residential (Westridge)	11,000 square feet	80 feet	PRINCIPAL USES	19 feet	6 feet	20 feet	2 ½ stories or 35 feet
			ACCESSORY USES	19 feet	5 feet, except if adjacent to alley, then 3 feet Garages that will have automobile access directly facing an alley must be located at least 20' from the alley	5 feet, except if adjacent to alley, then 3 feet	18' for 1-story structures; 24' for 2 story structures; accessory building height can not exceed height of principal structure
<b>7-RS</b> Residential	7,000 square feet for single and 2-family dwellings; multiple family dwellings with more than 2 units require an additional 2,000 square feet of lot area for each unit over 2	70 feet, or per Section 202.06(B)(2)	PRINCIPAL USES	19 feet	6 feet	20 feet	2 ½ stories or 35 feet
			ACCESSORY USES	19 feet	5 feet, except if adjacent to alley, then 3 feet Garages that will have automobile access directly facing an alley must be located at least 20' from the alley	5 feet, except if adjacent to alley, then 3 feet	18' for 1-story structures; 24' for 2 story structures; accessory building height can not exceed height of principal structure
<b>C-1</b> Arterial Commercial	6,000 square feet	50 feet	PRINCIPAL USES	20 feet	6 feet	If adjacent to a residential district, the rear yard shall be equal to the minimum rear yard required in the adjacent district; but no less than 15 ft.	4 stories or 45 feet
			ACCESSORY USES	30 feet	5 feet, except if adjacent to alley, then 3 feet	5 feet, except if adjacent to alley, then 3 feet	18' for 1-story structures; 28' for 2 story structures; accessory building height can not exceed height of principal structure
<b>C-2</b> Central Business District Commercial	none, unless used for solely residential purposes, then 6,000 square feet	20 feet	PRINCIPAL USES	none	none, except if a side yard is provided it shall be a minimum of 3 feet	none	4 stories or 45 feet
			ACCESSORY USES	None, except if a front yard is provided, it shall be at least equal to that of the principal structure	none, except if a side yard is provided it shall be a minimum of 3 feet	none	18' for 1-story structures; 28' for 2 story structures; accessory building height can not exceed height of principal structure
<b>LI</b> Light Industrial	none	none	PRINCIPAL USES	25 feet	none, except if adjacent to a residential district, then it shall be 15 ft.	20 feet, unless bordering a railroad right-of-way, in which case none shall be required	4 stories or 45 feet
			ACCESSORY USES	25 feet	none, except if adjacent to a residential district, then it shall be 15 ft.	5 feet, except if adjacent to alley, then 3 feet	4 stories or 45 feet
<b>HI</b> Heavy Industrial	none	none	PRINCIPAL USES	30 feet	none, except if adjacent to a residential district, then it shall be 100 ft.; if adjacent to a commercial district, it shall be 50 feet	50 feet, unless bordering a railroad right-of-way, in which case none shall be required	4 stories or 45 feet
			ACCESSORY USES	30 feet	none, except if adjacent to a residential district, then it shall be 100 ft.; if adjacent to a commercial district, it shall be 50 feet	5 feet except if adjacent to a residential district, then it shall be 100 feet; if adjacent to a commercial district, it shall be 50 feet	4 stories or 45 feet