

## Atwood Kansas 3-Step Building Permit Process & Setbacks Per Zoning District

**Step 1-** Fill out the application (Page 2) and draw the proposed project/building(s) and surrounding area in the box (Page 3) or provide engineer drawings and return to Atwood City Hall, 106 S. Third Street, Atwood KS 67730 (make the check or money payable to the City of Atwood).

**Step 2 -** Contact Kansas One-Call, aka Dig Safe, at 1-800-DIG-SAFE (1-800-344-7233) or at [www.kansasonecall.com/homewoners](http://www.kansasonecall.com/homewoners) and have utilities flagged at the proposed site. Once you have returned the form and fee to City Hall, and **after** DIG SAFE flags are in place, proceed to Step 3.

**Step 3 – Notify my office at (785) 675-2155 that Step 1 and 2** are complete and your site will be inspected. Please note, an inspection will take place within ten (10) days of receipt of the application in my office. And, depending on the project site’s location, various zoning regulations may require the project to be adjusted in order to make it feasible. If you have any questions, please feel free to contact me at the phone number listed above.

Respectfully,

Jan Ackerman 

Compliance Officer & Zoning Director

<b>Setbacks Per Zoning District</b>							
City Easements are 40’ from center of an 80’ street to the front yard (50’ from center of 100’ wide street), plus front yard measurement listed below (for corner lots easement applies both ways). Alley easements are 12.5’ (25’ alley) or 15’ (30’ alley), plus, 5’ to back yard.							
<b>District</b>	<b>Minimum Lot Area</b>	<b>Minimum Lot Width</b>	<b>Front Yard</b>	<b>Side Yard</b>	<b>Rear Yard</b>	<b>Max. Height</b>	<b>Max. Lot %</b>
<b>A-1 Agricultural</b>	3 Acres	160 feet	40 feet	16 feet	40 feet	2.5 stories or 35 feet	N/A
<b>R-1 Single Family</b>	7,000 sq. ft.	50 feet	25 feet	8 feet	10 feet	2.5 stories or 35 feet	30%
<b>R-2 Duplex</b>	8,000 sq. ft.	50 feet	25 feet	8 feet	10 feet	2.5 stories or 35 feet	30%
<b>R-3 Multi-Family (max. 16 units)</b>	6,000 sq. ft.	16 (500 sq. ft.) units per acre	25 feet	10 feet	10 feet	3 stories or 45 feet	30%
<b>M-P Mobile Home Park</b>	2 acres (lot space 45’ x 90’)	200 feet	30 feet	30 feet	30 feet	1.5 stories or 25 feet	See Code Sec. 46-285
<b>M-H Mobile Home Sub-division</b>	2 acres (7,000 sq. feet)	50 feet	25 feet	8 feet	10 feet	1.5 stories or 25 feet	See Code Sec. 46-286
<b>C-1 Retail Business District</b>	None, unless req. by fire code	None	None	None (unless R-1 then 10 feet)	None	3 stories or 45 feet	Depends on business
<b>C-2 Highway Business District</b>	5,000 sq. feet	50 feet	15 feet	None (unless R-1 then 10 feet)	15 feet	3 stories or 45 feet	Depends on business
<b>M-1 Light Industrial</b>	5,000 sq. feet	50 feet	20 feet	10 feet	25 feet	3 stories or 45 feet	N/A
<b>M-2 Heavy Industrial</b>	5,000 sq. feet	50 feet	25 feet	None (unless R-1 then 15 feet)	20 feet	3 stories or 45 feet	N/A

## BUILDING PERMIT APPLICATION

1. I hereby make application for a Building Permit as cited below in order to conduct building trade business within the City of Atwood, Kansas 67730 and **provide proof of Renovator Certification:**

Yes \_\_\_\_\_ No \_\_\_\_\_ (initial here) OR

2. I certify I will perform the work and it will not be done by a licensed contractor, and likewise, I may be subject to the final approval of the compliance officer for work performed: Yes \_\_\_\_\_ No \_\_\_\_\_ (initial here)

<b>Estimated Project Cost: \$</b>	<b>Project Address:</b>	<b>DIG SAFE Ticket No.</b>
<b>Fee Information</b> (check one below) (AMO#774, 2004)	<b>Zoning Area</b> (check one below)	<b>Construction Type</b> (check all that apply)
<input type="radio"/> \$30.00 – project < \$5,001	<input type="radio"/> A-1 Agriculture	<input type="radio"/> Masonry
<input type="radio"/> \$50.00 – project > \$5,000	<input type="radio"/> R-1 Single Family Residential	<input type="radio"/> Concrete
<input type="radio"/> \$100.00 – Appearance Application	<input type="radio"/> R-2 & R-3, Multi-family Residential	<input type="radio"/> Frame
<input type="radio"/> \$100.00 – Lot Split	<input type="radio"/> R-3 Multi-Family Residential	<input type="radio"/> Metal
<input type="radio"/> \$200.00 – Conditional Use	<input type="radio"/> C-1 Retail Business <input type="radio"/> C-2 Highway Business District	<i>blank</i>
<input type="radio"/> \$200.00 – Change Of Zoning	<input type="radio"/> M-H Mobile Home Subdivision	<i>blank</i>
<input type="radio"/> \$200.00 – Platt Approval	<input type="radio"/> M-1 Light Industry <input type="radio"/> M-2 Heavy Industry	<i>blank</i>
<input type="radio"/> \$200.00 – Plan Unit Development	<input type="radio"/> Height Regulated <input type="radio"/> Public Utility Facility	<i>blank</i>

Lot Size	Width		Depth		Square Feet	Percentage of Lot Use
		feet		feet		figured by public officer)

**Outside dimensions of ALL building on property:**

Length (in feet)		Width (in feet)		Height (in feet) or Stories	Square Feet
Length (in feet)		Width (in feet)		Height (in feet) or Stories	
Length (in feet)		Width (in feet)		Height (in feet) or Stories	
Length (in feet)		Width (in feet)		Height (in feet) or Stories	
Length (in feet)		Width (in feet)		Height (in feet) or Stories	

I understand the permit shall set forth the kind of work in which I/my contractor may engage. I shall display the permit at the project site. I understand the permit shall be renewable semi-annually. I understand it shall be unlawful for any person, firm or corporation to contract for any kind of work covered by the project without having a valid permit issued by the City to perform such work (*Zoning Code Adopted 2001*). If any material information provided by me is later determined to be false, omitted, misrepresented or incorrect the permit is automatically revoked, null and void.

\_\_\_\_\_ (initial after reading)

\_\_\_\_\_  
**Signature of Applicant or Authorized Agent**

\_\_\_\_\_  
**Date**

### FOR OFFICE USE ONLY

Rejected/Reason: \_\_\_\_\_  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_.

Public Officer

# Atwood City Building Permit

No: \_\_\_\_\_

Project Address	
Applicant or Authorized Agent Name	
Mailing Address	
City State Zip	
Phone Number	
Email Address	

Date Work Will Commence	
Expected Completion Date	

<p><b>Project Specifics</b> (check all that apply)</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Construction</li> <li><input type="radio"/> Renovation (changes to structural integrity) ____ Yes ____ No</li> <li><input type="radio"/> Demolition (check one) __ single family __ multi-family __ commercial describe debris disposal method/site: _____</li> <li><input type="radio"/> Home-Based Business (Sec. 46-245) (type) _____</li> </ul>
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**Project as outlined in box below**  
(borders of box depicts lot boundaries)

**North**

	<p><b>THIS PERMIT VOID IF PROJECT NOT STARTED WITHIN 180 DAYS OF APPROVAL DATE</b></p> <p><b>THIS PERMIT SHALL BE POSTED AT PROJECT SITE UNTIL COMPLETED</b></p>
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**South**

\_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Approved, Public Officer To review Atwood Municipal Code visit [www.municode.com](http://www.municode.com)

## **ATTENTION!**

**PAINTERS, CARPENTERS, HVAC CONTRACTORS, REMODELERS,  
LANDLORDS & PROPERTY MANAGERS, PLUMBERS,  
MAINTENANCE STAFF, HANDYMAN SERVICES, ELECTRICIANS  
AND ANY OTHER TRADE THAT WORKS ON PRE 1978 HOUSING  
OR CHILD-OCCUPIED FACILITIES**

**THE  
Renovation, Repair and Painting Rule  
(RRP)  
Is Being Enforced Statewide**

**If you are not Renovator Certified  
or have not licensed your company  
you may be working illegally in the  
State of Kansas**



**For compliance assistance contact:**

**Kansas Healthy Homes & Lead Hazard Prevention Program**

**1000 SW Jackson, Suite 200**

**Topeka, KS 66612**

**[www.kshealthyhomes.org](http://www.kshealthyhomes.org)**

**Toll Free 1-866-865-3233 . email [kdhe.lead@ks.gov](mailto:kdhe.lead@ks.gov)**