
The following REQUIREMENTS MUST be provided to the Douglas County Zoning and Codes, prior to obtaining a building permit.

1. Approval of sewage disposal system and water supply must be secured from the Douglas County Health Department, located at 200 Maine Street, Suite B, Lawrence, KS. Phone Number is 785-843-3060. Email ehinfo@ldchealth.org.

2. Approval for a new water meter for New Single Family Residential Dwelling. Approval for a new water meter or to connect to the existing meter for a Residential Accessory Dwelling unit, from the servicing rural water district.

3. Approval of the road access entrance from the Douglas County Public Works Department, Kansas Department of Transportation, and/or Township Board, as appropriate.

4. A plot plan and recorded boundary survey plat (prepared by a licensed land surveyor). Plot Plan is required to show the following information: (See attachment for sample site plan).
   - A. Direction-North Arrow
   - B. Name and Address of Applicant
   - C. Legal description of property. (Copy of the recorded deed filed at the Douglas County Register of Deeds Office).
   - D. Only one residence is allowed per recorded deed. Land division must conform to Zoning Regulations.
   - E. Location of proposed building in the lot with all dimensions.
   - F. Base setback line and yard setback lines
   - G. Show driveway & distance of driveway to side property lines.

5. Building Permit Application - Completed

6. Two copies of Construction Drawings for ALL buildings, additions, and/or remodels being constructed.
   - A. The construction drawings should contain floor plans, elevations, and a typical wall section. (Copyright infringement laws will be observed).
     - i. The construction drawings shall be a minimum of 11”x17” and legible. It should show all dimensions, including window locations and sizes. The use of ALL rooms and spaces shall be designated.
     - ii. The concrete footing and foundation wall size and reinforcing material shall also be shown. ALL masonry or concrete retaining walls details including heights of unbalanced fill. Engineered may be required.
     - iii. The typical wall section shall show size, spacing, and grade of all lumber to be used (floor joist, wall studs, ceiling joist, rafters and beams). Braced wall locations and type of bracing utilized.
     - iv. Engineered Truss Drawings are required to have the seal of a Kansas Licensed Engineer.
     - v. Complete the energy sheet submitted for conditioned areas of structure or provide Manual J.

7. If applicable, a completed Owner’s Authorization Form. This is if the Contractor/Builder is applying for the permit versus the home owner. (See attachment)
MINIMUM REQUIREMENTS FOR SINGLE-FAMILY DWELLINGS
FOR RURAL DOUGLAS COUNTY:

Maximum height - 35 feet, 2 1/2 stories

Minimum depth of front yard from base setback line (See – Exhibit A - Height, Area and Bulk Schedule). Plus ½ of Road Right-of-Way.

Minimum Road Frontage – See Chart Below

ARTICLE 5. PUBLIC ROAD ACCESS MANAGEMENT STANDARDS

9-501. The Entrance Spacing Standards For Entrance Permits for platted and unplatted property onto public roads in the unincorporated areas of Douglas County (regardless of which governmental entity maintains the public road) are hereby adopted as follows:

<table>
<thead>
<tr>
<th>Access Class</th>
<th>(feet) Minimum Frontage</th>
<th>(feet) Desirable Entrance Spacing</th>
<th>(feet) Corner Clearance From Intersection</th>
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</thead>
<tbody>
<tr>
<td>Freeway:</td>
<td>Subject to KDOT policy</td>
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<td></td>
</tr>
<tr>
<td>Principal Arterial:*</td>
<td>1320</td>
<td>1320</td>
<td>820</td>
</tr>
<tr>
<td>Minor Arterial:</td>
<td>660</td>
<td>660</td>
<td>600</td>
</tr>
<tr>
<td>Major Collector:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Posted or design speed (as determined by County Engineer)</td>
<td>55 mph</td>
<td>660</td>
<td>660</td>
</tr>
<tr>
<td></td>
<td>less than 55 mph</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Minor Collector:</td>
<td>330</td>
<td>330</td>
<td>250</td>
</tr>
<tr>
<td>Local:</td>
<td>250</td>
<td>250</td>
<td>200</td>
</tr>
</tbody>
</table>

*Access to state and federal highways subject to KDOT policy.
Some Entrance Spacing Standards concepts are shown on Figure 9-501.

Notwithstanding the foregoing, no entrance permit other than a field permit may be issued for entrance onto a public road that is then designated a “minimum maintenance road” pursuant to K.S.A. 68-5,102, as amended.
(Res. HR-06-10-7; Res. HR-07-1-1)

Construction within the Special Flood Hazard Area requires a local floodplain development permit. The lowest floor, including basement, elevated one (1) foot above regulatory flood elevation, and (2) feet above regulatory flood elevation if property is located within the Urban Growth Area of Lawrence, KS.

No construction is allowed within the Regulated Floodway area.

Building permit fee is based on total valuation (to include materials and labor cost). Contact the Zoning Office for a quote or visit our website at:
REQUIRED INSPECTIONS FOR DOUGLAS COUNTY


Agricultural buildings are exempt from inspections, but require an approved agricultural exemption form on file with Douglas County Zoning and Codes Department.

24 hours notification shall be given to Douglas County Zoning and Codes Department before all required inspections can be made. Phone Number: 785-331-1343
* For same day concrete inspection, a request must be made by noon for the afternoon inspection.

Required Inspection is as follows:

1. Footing and/or piers (Prior to Pouring Concrete)
2. Foundation (Prior to Pouring Concrete)
3. Temporary Power Poles
4. Under Slab Plumbing (Prior to Pouring Concrete)
5. Rough-in Plumbing
6. Rough-in Electrical and Rough-in Mechanical
7. Framing
8. ALL Fireplace and Stove Installations
9. Insulation
10. Drywall (As needed)
11. Permanent Electrical Service
12. Final Septic System Approval (Douglas County Health Department)
13. Final Well Water Supply (Douglas County Health Department) OR
14. Final Water Meter Inspection (Rural Water District)
15. Final Entrance Permit Approval (Township Trustee, Douglas Co. Public Works, or KDOT)
16. Final Inspection (Prior to Occupancy)

Owner or Agent is responsible for the coordination of all applicable inspections noted above.

I have reviewed, and understand all information noted above.

__________________________________________  _______________________
Owner or Agent                                      Date

(Please sign that you are aware of all inspection, and that you take full responsibility for notification).
All bearings are assumed

Scale: 1' = 200'

I hereby certify that this survey was conducted under my direct supervision on _________, 2009, and that all corners were set or found. This survey does not certify ownership or easements.

__________________________ (Seal)
Jane Doe Williams, Surveyor, LS-12

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Setbacks for Accessory Buildings:

Front Setback is the same measurements as residential setback requirements. The side setback measurement is 30’ side and rear from the property line.

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Description:
A parcel of land located in the SE ¼ of Section 20-Range 20-Township 18 of the 6th PM, Douglas County, KS, more particularly described as follows: Beginning at the SE corner of the SE Quarter; thence South 90° 00' 00" W a distance of 709.50 feet to the POB, said PB on the South line of the SE Quarter; thence continuing along said line South 90° 00' 00" West a distance of 438.83 feet; thence North 00° 41' 07" West a distance of 614.00 feet; North 90° 00' 00" East, a distance of 438.83 feet; thence South 00° 41' 07" East a distance of 614.00 feet to the POB, containing 6.18 Acres more or less, subject to public road of right away and easements of record.

Legend:
- Existing ¼" rebar by LS-64
- Stone Found (Record Location)
- (POC) Point of Commencement
- (POB) Point of Beginning

Reference Surveys:
Survey by X. X. Smith, LS-64 Dated January 31, 2005. Job No. 8-05

Notes:

* See Exhibit A- Height, Area and Bulk Schedule for Setback Requirements. (HR 06-42)
## BUILDING PERMIT APPLICATION
### Douglas County Zoning & Codes Department
3755 E 25th Street, Lawrence, KS 66046  Phone: 785-331-1343
Website: [http://www.douglascountyks.org](http://www.douglascountyks.org)

[VOID UNLESS WORK STARTED WITHIN 180 DAYS]

<table>
<thead>
<tr>
<th>OWNERS Name</th>
<th>PROJECT Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>City</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Section</td>
<td>Township</td>
</tr>
<tr>
<td>Phone:</td>
<td>Mobile:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

### GENERAL Contractor
- **Type of Construction**
  - New Building  □  Addition  □  Repair/Remodel  □
  - Move Building  □
- **Type of Building Application**
  - Residential  □  Accessory Building  □  Mobile Home  □
- **Electrical Contractor**
  - Electrical  □  Mechanical  □  Plumbing  □
  - Deck/Porch  □  Others  □  Explain
- **Building Area/Dimension [Sq. Ft.]**
  - First Floor
  - Second Floor
- **MECHANICAL Contractor**
  - No. of Bedrooms
  - No. of Baths
  - Garage
  - Basement Yes  □  No  □
  - Basement Finished
  - Basement Unfinished
- **Unfinished Project**
- **Utilities**
  - Water District  □  Well Water  □
  - Gas Co.  □  Propane  □
  - Electric Co.

*Electrical, Plumbing and Mechanical Contractor shall be licensed pursuant to KSA 12-1508 et.Seq.*

## SIGNATURE/Agent

## DATE

### TOTAL Project Size [SQ FT]

### COMMENTS:
- (Total cost of project to include materials & labor) $
- BUILDING VALUATION
- SITUS ADDRESS:  City  KS  ZIP
  - Plate:
  - PIN
  - Zoning District
- Septic/Sewer Permit  Attached  □  Final  □  NA  □  Township
- Frontage Road Classification
  - Setbacks
  - Front
  - Side
  - Rear
- Entrance Permit  Attached  □  Approved  □  Final Inspection  □  NA  □
- Water Meter  Installed  □  Final Inspection  □
- CUP # ____________ Approval:
- Site Plan # ____________ Approval:
- BOZA Approval:
OWNER AUTHORIZATION

I/WE _____________________________, hereby referred to as the “Undersigned”, being of lawful age, do hereby on this ___________ day of _________________, ____________, make the following statements to wit:

1. I/WE the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:
   See “Exhibit A, Legal Description” attached hereto and incorporated herein by reference.

2. I/WE the Undersigned, have previously authorized and hereby authorize
   (Herein referred to as “Applicant”), to act on my/our behalf for the purpose of making application with Zoning and Codes department regarding ____________________________ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership, then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the undersigned, have set my hand and seal below.

_____________________________  ______________________________
Owner  Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

The forgoing instrument was acknowledged before me on this _______ day of _________________, 20______, by ____________________________ (Print Owner(s) name).

My Commission Expires:  __________________

Seal  Notary Public
REQUEST FOR RURAL WATER

New Residential Single Family Dwelling  Guesthouse  Accessory Dwelling Unit

Name of Applicant/Owner_____________________________________________________
Address____________________________________ Phone_____________________
Address____________________________________ Email______________________

SIGNATURE OF
APPLICANT/PROPERTY OWNER__________________________  DATE __________

Requested Location of Water Meter

SECTION _______TOWNSHIP _______RANGE__________QUARTER____________
CLOSEST CROSSROADS________________________________________________  PLATE
or PIN #__________________ SUBDIVISION____________________

==================================================================

TO BE COMPLETED BY RWD

WATER Meter AVAILABLE         YES______         NO_____
AMOUNT PAID: __________________________ DATE ______________________
COMMENTS: ___________________________________________________________

APPROVED: ________________________________ DATE _______________
RWD Official

Prior to the issuance of a building permit, one copy of this application must be submitted to:

Douglas County
ZONING & CODES DEPARTMENT
3755 E 25th St
Lawrence, Kansas 66046
(785) 331-1343
<table>
<thead>
<tr>
<th>District</th>
<th>Max. Feet in Height</th>
<th>Base setbacks (from Rd centerline)</th>
<th>Min. Depth of Front yard in Ft.</th>
<th>Min. Width of Side yard in Ft. (2 required)</th>
<th>Min. Depth of Rear yard in Ft.</th>
<th>Min. Lot Width in road right-of-way or road easement line (in Feet)</th>
<th>Min. Lot Area Per Family in Acres or Sq. Ft.</th>
<th>Min. Lot Area in Sq. Ft.</th>
<th>90% of Min. Lot Width (in feet)</th>
<th>Min. Depth of Lot in Feet</th>
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<tr>
<td>1</td>
<td></td>
<td>35'</td>
<td>35' / 40' / 50' / 75' / 60'</td>
<td>50*</td>
<td>30</td>
<td>1 dwelling unit per 20 acres / 30 acres / 50 acres / 75' / 60'</td>
<td>250* / 330** / 500-660*** / 1320****</td>
<td>225 / 297 / 450-594 / 1188</td>
<td>250 / 250 / 250 / 300</td>
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<tr>
<td>2</td>
<td></td>
<td>75'</td>
<td>35' / 40' / 50' / 75' / 60'</td>
<td>50*</td>
<td>30</td>
<td>1 dwelling unit per 20 acres / 30 acres / 50 acres / 75' / 60'</td>
<td>250* / 330** / 500-660*** / 1320****</td>
<td>225 / 297 / 450-594 / 1188</td>
<td>250 / 250 / 250 / 300</td>
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<td>3</td>
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<td>35'</td>
<td>35' / 40' / 50' / 75' / 60'</td>
<td>50*</td>
<td>30</td>
<td>1 dwelling unit per 3 acres / 10 acres / 150** / 1320****</td>
<td>250* / 330** / 500-660*** / 1320****</td>
<td>N/A</td>
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<td>35'</td>
<td>35' / 40' / 50' / 75' / 60'</td>
<td>40* / 40** / 40*** / 80****</td>
<td>10' / 20' / 30'</td>
<td>15,000</td>
<td>75</td>
<td>125</td>
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<td>6</td>
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<td>35'</td>
<td>35' / 40' / 50' / 75' / 60'</td>
<td>40*</td>
<td>20'</td>
<td>3 acres / 3 acres / 250' / 330'</td>
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<td>7</td>
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<td>45'</td>
<td>35' / 40' / 50' / 75' / 60'</td>
<td>40*</td>
<td>20' / 20'</td>
<td>15,000</td>
<td>75</td>
<td>125</td>
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<td>8</td>
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<td>20'</td>
<td>20'</td>
<td>30</td>
<td>--</td>
<td>250' / 330'</td>
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<tr>
<td>9</td>
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<td>75'</td>
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<td>--</td>
<td>100</td>
<td>150'</td>
<td>150</td>
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<tr>
<td>10</td>
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<td>35' / 40' / 50' / 75' / 60'</td>
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<td>10</td>
<td>75'</td>
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<td>11</td>
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<td>SAME AS UNDERLYING ZONING DISTRICT REGULATIONS</td>
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</tr>
</tbody>
</table>

* based on local road fronted
** based on minor collector road fronted
*** based on major collector or minor arterial road fronted
**** based on principal arterial road fronted

1 When an Access Restriction Agreement has been approved by the County Engineer the Minimum Lot Width/Parcel Width Requirement may be reduced per that executed agreement upon the filing of the Agreement at the Register of Deeds. 1 When an Access Restriction Agreement has been approved by the County Engineer the Minimum Lot Width/Parcel Width Requirement may be reduced per that executed agreement upon the filing of the Agreement at the Register of Deeds.