

TOWN OF CLYDE PARK
SITE PERMIT REQUIREMENTS

1. A site permit will be required for the following:
 1. Any new permanent or semi-permanent structure.
 2. Placing a mobile home onto a property.
 3. Any structure requiring a foundation.
 4. Any enlargement of an existing structure.
 5. Any resurveying or adjustment of property boundaries requires advance written notification to the Town of Clyde Park, and will not by itself incur a permit fee.
 6. New construction of sidewalks or fences require a permit. Replacement of existing sidewalks or fences with like kind and materials DOES NOT require a permit.
 7. Remodeling of existing premises SOES NOT require a permit unless that remodel increases the footprint of the existing structure, or encloses a previously open air portion of that structure. Remodeling any part of the interior of existing premises is EXEMPT from the site permit process but must still adhere to applicable state and national codes.
2. All septic tank or wastewater treatment installations must pass inspection by the County Sanitarian and /or Montana Department of Environmental Quality.
3. Alleys and roadways are to be kept clear at all times unless loading or unloading.
4. All buildings must have a setback clearance of 20 feet from the structure to the edge of the street in the front of the lot, 5 feet from the alley and 5 feet from adjoin owner's property line. Corner lots must have 20 feet from structure to edge of street in front, 5 feet from alley and 5 feet to the edge of the street on the side lot.
5. When located on a corner there shall be no fence or obstructive vegetation higher than 4 feet to allow for clear view of the public right of way.
- 6. ESTABLISHING PROPERTY LINES IS THE OWNER'S RESPONSIBILITY.**
7. A fee of \$25.00 per \$25,000.00 in construction will be charged for every site permit.
8. Site permits for major construction will not be granted unless plans or blueprints are submitted depicting the building to be erected. Submission must include dimensions of the proposed structure, a visual representation of its location and orientation, and distances to property line and roadways/alleys in order to satisfy setback requirements. The Town of Clyde Park reserves the right to request additional information prior to granting a site permit. Note: For simple structures (e.g. garden shed) a basic visual representation of the structure accompanied by a written explanation of its proposed location of the property will suffice.
9. Site permits will only be granted at the discretion of the Mayor and Town Council.
10. A fee of \$10.00 will be charged for every NEW fence permit.
11. All site permits will be valid for ONE YEAR from the date of issue. If the site permit has expired, renewal will cost \$5.00. If the renewal has additions or changes from the original, a new permit must be issued at \$10.00.

TOWN OF CLYDE PARK
SITE PERMIT APPLICATION

Physical Site Address: _____

Owner and/or Applicant(s): _____

Mailing Address: _____

Phone Number: _____

<p>Completed by Town</p> <p>Permit Number: _____</p> <p>Date: _____</p> <p>Total Fee</p> <p><input type="checkbox"/> Check Number: _____</p> <p><input type="checkbox"/> Cash</p>
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<p>NATURE OF WORK (check all applicable boxes):</p> <p><input type="checkbox"/> New Construction</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Repair</p> <p><input type="checkbox"/> Move Existing Structure</p> <p><input type="checkbox"/> Wastewater</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> See attached</p>
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<p>STRUCTURE(S) TO BE ERECTED OR ALTERED: (check all applicable boxes):</p> <p><input type="checkbox"/> 'Stick Built' Home</p> <p><input type="checkbox"/> 'Manufactured' Home</p> <p><input type="checkbox"/> Garage/Shop</p> <p><input type="checkbox"/> Porch/Patio/Deck</p> <p><input type="checkbox"/> Fence</p> <p><input type="checkbox"/> Sidewalk or Driveway: _____</p> <p><input type="checkbox"/> Wastewater System Installation or Enhancement</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> See attached</p>
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<p>MATERIALS USED (e.g., wood, concrete, straw bales, steel):</p> <p>FOUNDATION: _____</p> <p>FRAMING: _____</p> <p>ROOF: _____</p> <p>OTHER(if applicable): _____</p>

The undersigned hereby agrees that the proposed work shall be done in accordance with the plans and specifications and statement herewith submitted and in conformity with the provisions of the Town Ordinances pertaining to the erection, construction and alteration of buildings in the Town of Clyde Park. The site permit when issued shall not be transferable.

APPLICANT(s) SIGNATURE: _____ DATE: _____

This is your permit when properly validated by the Mayor and Council.

MAYOR SIGNATURE: _____ DATE: _____

TOWN COUNCIL INITIALS: _____ - _____ - _____ - _____ - _____

ATTACHMENT TO SITE PERMIT APPLICATION

I, the applicant for this Site Permit _____
(owner of the property)

From the Town of Clyde Park, Montana, do hereby consent to this Site Permit addition.

With his/her signature, the below signed Applicant/Owner acknowledges the Town of Clyde Park does not control, direct, guide, oversee or approve the Contractor(s) or Subcontractor(s), their agents, employees or crew members in this or any construction processes. Further, below signed Applicant/Owner acknowledges the issuance or granting of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or approval of, a violation of the provisions of the Uniform Building, Mechanical, or Plumbing Codes; the National Electrical Code; the Town of Clyde Park Zone and Sign Code, Municipal Codes, or any other ordinance of the Town of Clyde Park. **The Applicant/Owner is responsible for establishing property lines.** The Applicant/Owner has complete control over the construction process and is wholly responsible for the project's ultimate compliance with the applicable Codes and Ordinances.

Applicant(s): _____
(signature)

Date: _____

Town of Clyde Park, Montana: _____
(signature)