

Parcel # _____
Permit # _____

Tax District _____
Date: _____

Application for NON- AGRICULTURAL Zoning Permit

Merrick County Planning and Zoning
1510 18th Street P.O. Box 27
Central City, NE 68826 (308) 946-3120

PERMIT FEE: \$50 THIS FEE IS NON- REFUNDABLE

BUILD REMOVAL FEE: NO CHARGE

PLEASE PRINT NEATLY AND LEGIBLY:

NEW CONSTRUCTION Proposed: _____ Residential _____ Accessory _____ Commercial _____ Industrial _____
ADDITION to existing building: _____ Residential _____ Accessory _____ Commercial _____ Industrial _____
OTHER STRUCTURE(S): _____ Deck _____ Repair _____ Building Relocation _____

JOB DESCRIPTION (specific info): _____

OWNER: _____

JOB ADDRESS (STREET, CITY, ZIP CODE): _____

LEGAL DESCRIPTION: _____

COST ESTIMATE: _____

ESTIMATED DATE OF COMPLETION: _____

CONTRACTOR NAME: _____ ELECTRICIAN: _____

CERTIFIED SEWER INSTALLER: _____ IS STRUCTURE IN FLOOD PLAIN ? _____ YES _____ NO

DIMENSIONS OF STRUCTURE: _____ x _____ HEIGHT OF STRUCTURE: _____

IF RESIDENTIAL: # OF BEDROOMS _____ # OF BATHROOMS: _____

IF MOVED IN, WHERE IS IT COMING FROM? (NAME & LEGAL DESCRIPTION) _____

DOES THIS STRUCTURE NEED A 911 ADDRESS FROM THE SHERIFF? _____ YES _____ NO

Ownership, location, and details must be accurate, complete and legible. A separate application is required for each building/structure. Please measure and attach a drawing to the application showing: correct dimensions of the lot and of what is being built; all existing buildings with dimensions; and dimensions of the proposed structure with setbacks from property lines.

In consideration of the issuance of this permit, the applicant hereby certifies that the above statements are true and correct, and hereby agrees to comply with the zoning regulations and other regulations listed in the approved 2016 Comprehensive Plan & Zoning Regulations. Violations of regulations or through misrepresentation of facts, shall cause this zoning permit to become NULL and VOID and said application may be subject to the penalties outlined in Nebraska Revised Statues §23.114.05.

A copy of the permit will be on file at Planning & Zoning Office. The permit is valid for ONE (1) year from APPROVAL date.

PLEASE PRINT:

APPLICANT(S): _____

ADDRESS: _____

CITY, STATE, & ZIP CODE: _____

PHONE NUMBER: _____

SIGNATURE(S): _____

For Office Use Only
This permit request is: Approved: _____ Approved Conditionally: _____ Denied: _____

Comments / Conditions: _____ Flood Plain Conditions: _____

Planning & Zoning Administrator

Flood Plain Administrator

DATE

DATE

DATE: _____
PAID: _____
CHECK #: _____
RECEIPT #: _____

Permit Process:

To get a permit - Options:

1. **ONLINE** – go to merrickcounty.ne.gov
Go to “Offices.” Drag down to “Planning & Zoning.” Drag across to “Planning & Zoning.” Go to bottom of page to “FORMS.”
Select, then print the appropriate permit form.

****PLEASE NOTE - Non-Ag Zoning Permits** are used for HOMES, BUILDINGS, BUILDING RELOCATION, & GRAIN BIN permits

2. **BY MAIL** – Call the Planning & Zoning Office at 308.946.3120 and a permit will be mailed to you.
3. **IF YOU LIVE IN A VILLAGE** -The Village Clerk has permit applications **OR** go online for a permit form at the website above. **All permits must be submitted to the Planning & Zoning office at the courthouse.**

Filling out a permit: Fill out the permit application completely.

1. On the **BACK** of the permit form:
 1. Draw a detailed sketch showing exact dimensions of the property
 2. Draw the PROPOSED new structure, showing it's exact Dimensions; location on the property; and the setbacks from your property lines.
2. Draw location of ALL other structures located on the property.
3. Contact the Planning & Zoning Office with questions or for assistance with setbacks and regulations at (308) 946-3120.
4. When the application is completely filled out, attach cash or write a (non-refundable) check to: Merrick Co. Planning & Zoning.

Submission Options:

1. Drop off completed permit request at the Planning & Zoning Office on 2nd floor of the Courthouse.

If the Planning Office is not open, please leave your permit and money with the CLERK'S office across the hall.

2. Mail permit request and money to:

Merrick County Courthouse
c/o Planning & Zoning
1510 18th Street P.O. Box 27
Central City, NE 68826

5. Once received, the permit will be reviewed for flood plain, exact dimensions of property and proposed structure, setbacks, and zoning regulations.
6. If the permit request meets all required regulations, the permit will be approved, signed, then issued. A copy of the permit will be mailed to the applicant OR they can pick it up at the Planning & Zoning Office.
7. ****NOTE: Planning & Zoning is a part time position**, so it is advisable to call for an appointment if you would like to come in to discuss the permit request.
8. If your call is unanswered, **please be sure to leave your name, phone number, and a brief message** and your call will be returned as soon as possible.
9. **Once the applicant has the permit IN HAND, the project can begin.** This also applies to dirt work – a permit MUST be in hand BEFORE dirt work begins.
10. APPROVED permits will be on file at the Courthouse or at the Village Clerk's Office.
11. If the permit request is denied, the applicant will be notified via mail, citing the reason for denial.