

**Zoning Permit Application  
Otoe County, Nebraska**

Dave Schmitz  
County Surveyor/Zoning Administrator  
(402) 873-9548

**PLEASE ALLOW A MINIMUM OF  
SEVEN BUSINESS DAYS FOR  
PROCESSING.**

**This portion to be filled out completely by Applicant:**

1. The undersigned hereby applies for a permit for (check one):

New Construction                       Alteration/Enlargement                       House/Building Moving  
 Double-Wide Man. Home                       Single-Wide Mobile Home                       Conversion of Use  
 Septic System

2. Legal description of property to be affected by the activity proposed:

\_\_\_\_\_

3. Proposed use of building to be affected by the activity proposed:

\_\_\_\_\_

4. Size of the building/addition: \_\_\_\_\_ X \_\_\_\_\_                      5. Estimated cost/value: \$ \_\_\_\_\_

6. Height in feet to top of the roof: \_\_\_\_\_                      7. Acreage/Lot size : \_\_\_\_\_

8. On the back of the application form, sketch a site plan of the activity proposed which indicates all of the following:

1. Location and size of the proposed building(s)/addition.
2. The location of all roads adjoining this property and the distance(s) from the centerline of any road(s) to the point of the proposed building location closest to the said road(s).
3. The distance from any buildings to property line(s) of property under different ownership (if less than 300 feet) and the distance to any confined or intensive livestock feeding use (if less than 4 miles).
4. The location of other buildings within 300 feet of the building/addition proposed in this application and the distance between these buildings and the proposed building/addition.
5. The location of any water well and sewage disposal system proposed to serve the building/addition proposed and the distance between the well and the septic tank and tile field or other sewage disposal system. (May require compliance with Nebraska Department of Environmental Quality Title 124 Regulations).
6. The location of any river, stream or intermittent stream within 300 feet of the proposed building/addition and the distance to the proposed building/addition.
7. The location of the drive which will serve the building/addition.
8. If the proposed use is a commercial, industrial or public use, indicate the number and location of all parking spaces, the location of loading areas and the proposed type, location, height and size of any signs to be placed on the premises.

**Requirements:**

1. Application for a zoning permit must be filed at least seven days prior to action on permit by Zoning Administrator.
2. Activity proposed in any approved zoning permit must be initiated within 90 days of the date of approval of such permit and completed within 2 years.
3. Applicant shall be solely responsible for compliance with any other applicable state or other laws, regulations, codes or permits.
4. A dwelling or establishment that generates waste water shall have an onsite waste water treatment system. The waste water system shall be evaluated by a professional engineer, registered environmental health specialist, layout specialist, journeymen installer, or master installer. Before any building and zoning permit can be issued, the building inspection department will require (1) a perk test, (2) a system design for septic or lagoon, and (3) a scaled drawing of designed system meeting all Title 124 requirements.

**I hereby certify that I have the legal authority to file this application, that I have completed and examined this application and know the same to be true and correct. I further certify that all provisions of law and other regulations governing the use proposed in this application will be complied with, whether or not specified in this application and I will hold the County harmless from any and all liability that may result as a result of the above proposed construction or activity. I further certify that I am aware that Otoe County has not adopted any type or form of building or other code which would regulate the design and construction of any building or structure and Otoe County assumes no liability and shall not in any manner be held liable for any design or construction problem or defect in any building or structure for which a zoning permit, certificate of compliance or other form of land usage approval may be issued.**

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Mailing Address of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Telephone Number

**Sketch Site Plan with dimensions of buildings and setbacks from property lines:**



**BLACK SOLID LINES REPRESENT YOUR PROPERTY LINES**

**This section to be completed by the Zoning Administrator:**

**Application Number \_\_\_\_\_, 20\_\_\_\_\_                      Zoning Permit Number \_\_\_\_\_, 20\_\_\_\_\_**

1. Building complies with: Setback requirements from road(s) and property lines  Yes  No  
Height limitations  Yes  No      Airport Safety Limitations  Yes  No
2. Building/use requires installation of new septic tank and tile field  Yes  No  
If yes, does septic tank and tile field require approval by NDEQ?  Yes  No  
If yes, has NDEQ approved the proposed septic tank and tile field?  Yes  No
3. Is building located in 100 year flood hazard area?  Yes  No  
If YES, is ground floor of the building elevated above 100 year flood elevation by at least one (1) foot?  Yes  No
4. Is building located in Wellhead Protection area?  Yes  No  
If YES, does building and use comply with Wellhead Protection restrictions?  Yes  No
5. Building/Addition/Use requires Conditional Use approval?  Yes  No  
If YES, Conditional Use approval has been given and application complies with all conditions of Approval set forth in the Conditional Use approval?  Yes  No
6. If a variance was requested and authorized, the building/addition complies with conditions of such variance?  Yes  No
7. If proposed building/use is for commercial or industrial or public use, minimum provisions for parking, loading areas and signs will be complied with?  Yes  No
8. If proposed use requires authorization or permits or approval from the State of Nebraska, such have been approved?  Yes  No
9. Application is: \_\_\_\_\_ APPROVED      \_\_\_\_\_ DISAPPROVED  
Reason(s) for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Approval/Disapproval: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Administrator