

# ETJ Building Permit Application - Procedures

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Public Works Department

**City of Hays**  
**Planning & Development**  
**1002 Vine St**  
**Hays, Kansas 67601**  
**(785) 628-7310**



**Ellis County**  
**Environmental Office**  
**Adds: 1515 W. 55th St.,**  
**Hays, KS 67601**  
**Mail: P.O. Box 691**  
**Hays, Kansas 67601**  
**(785) 628-9449**

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**This application is for structures constructed outside the City of Hays, but are located within the ETJ boundary of Hays.**

→This permit can originate at the City of Hays Public Works office or the Ellis County Environmental Office.

→The City of Hays will verify through this permit process floodplain, zoning, and structure setback compliance.

→The Ellis County Environmental Office will verify water well and wastewater compliance.

→Upon completion of the provided application, please submit to either of the 2 offices listed above. Upon approval of the permit application, the permit fee can be paid at The City of Hays, Public Works Office, 1002 Vine. (The fee for this permit is \$20, payable to The City of Hays.)

# ETJ BUILDING & PROPERTY EVALUATION APPLICATION

Date: \_\_\_\_\_

## OWNER INFORMATION

Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## PROPERTY DESCRIPTION

PARCEL # (26- \_\_\_\_\_)

Site Address: \_\_\_\_\_

Provide the property size and a general description:

\_\_\_\_\_

\_\_\_\_\_

What is the property's zoning? (NC.1, C-1, R-S, etc.) \_\_\_\_\_

Is this a primary or secondary structure?                      Primary                          Secondary   

Is this structure commercial or residential?                      Commercial                          Residential   

Will this structure need:                      Water Well                          Septic System                          N/A   

What is the construction cost for the new structure?                      \$ \_\_\_\_\_

Describe the intended use of the structure? \_\_\_\_\_

\_\_\_\_\_

What are the measured setbacks from the structure to all property lines?

Front: \_\_\_\_\_

Side: \_\_\_\_\_

Rear: \_\_\_\_\_

Side: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Print:** \_\_\_\_\_

***Provide a site plan showing:*** location and size of all structures; setbacks; all entrances and exits to and from said real estate; all adjacent and adjoining roads and highways, adequate sewage disposal systems, water wells, and all utility locations.

*This section completed by a City of Hays Representative*

	YES	NO
IS ANY PART OF THE PARCEL IN ZONE A?	<input type="checkbox"/>	<input type="checkbox"/>
IS THE BUILDING LOCATION IN ZONE A?	<input type="checkbox"/>	<input type="checkbox"/>
IS A FLOOD ELEVATION CERTIFICATE REQUIRED?	<input type="checkbox"/>	<input type="checkbox"/>
ARE THE BUILDING SETBACKS COMPLIANT WITH CURRENT ZONING?	<input type="checkbox"/>	<input type="checkbox"/>
DOES THE USE OF THIS STRUCTURE MEET ZONING REGULATIONS?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Not valid until signed by a City of Hays Representative

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

*This section completed by an Ellis County Representative*

	YES	NO
DOES THIS REQUIRE A WATERWELL PERMIT?	<input type="checkbox"/>	<input type="checkbox"/>
DOES THIS REQUIRE A WASTEWATER PERMIT?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Not valid until signed by an Ellis County Environmental Representative

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date