

ETJ Building Permit Application - Procedures



Public Works Department

City of Hays
Planning, Inspection & Enforcement
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

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:

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:

Not valid until signed by an Ellis County Environmental Representative

Representative Signature

Date