

PROCESS FOR FOUNDATION SURVEY AND INSPECTOR VERIFICATION OF SETBACKS

1. A foundation survey is required for all new principal and accessory structures except farm related structures erected on bona fide farming operation, accessory structures less than 600 sq. ft and individual mobile homes located in a mobile home park
2. Responsibilities of Zoning Permit Clerk
 - a. Sign and approve site plan (*all site plans* must be signed by the person accepting them).
 - b. Enter *required* setbacks (not actual) in designated space on permit.
 - c. On the permit enter yes in the space by "Foundation Survey Required" unless the structure is exempt under item 1 above.
 - d. Inform applicant of the options available for satisfying Foundation Survey requirements (He must provide foundation survey, or request building inspector to provide verification of setbacks if the structure qualifies for (1) or (2) under item e. below). Make sure and give the Applicant a copy of this document and point out his obligations under item 4 below.
 - e. On the permit type one of the following under "Special Conditions:
(1) "*Building Inspector may verify these setbacks, they are double the minimum required*" (Z.O. section 3.3.d.3)or
(2) "*Building Inspector may verify these setbacks, the front setback is 10' above minimum required and the side and rear are 5' above minimum required*" (Z.O. section 3.3.d.4).
 - f. Upon receiving Foundation Survey or Verification of Setbacks By Inspector, update the permit by typing date received.
 - g. File building inspector signed copies or sealed foundation survey with permit.
3. Responsibilities of Inspector
 - a. The Building Inspectors have an obligation under Ordinance to verify setbacks under the following circumstances, when they can make a *reasonable determination that the minimum set backs have been met*. In all cases, when the Inspector verifies setbacks, he shall sign the site plan or permit as follows: *Setbacks verified by Inspector _____* and provide a copy to the owner or provide a copy to the Zoning Office.
 - b. The Building Inspector may verify setbacks that are double the minimum required if approved site plan and permit are provided by the owner at the site and the structure *clearly meets the minimum setbacks required* and has been located *generally* as shown on the site plan.
 - c. The Building Inspector may verify setbacks when they are shown on the permit to be front, 10' above min. required and side and rear are 5' above min. required and the following conditions are met:
 - (1) A copy of the approved site plan (also approved by Environ. Health) and the Zoning Permit are provided by owner at the site.
 - (2) Copy of survey or recorded map of the site or property, showing the property corners are available at the site.
 - (3) Permanent property corners within 50' of the structure are clearly marked and flagged so as to be visible from the structure.
 - (4) Owner or representative are available at the site to make measurements, if necessary.
4. Responsibilities of Owner
 - a. Provide Foundation survey or verification of setbacks to Zoning Office within 14 days after footing inspection or structure has been placed in its permanent location on the site. Additional inspections or occupancy permits cannot be provided unless a foundation survey or setback verification is submitted to the Zoning Permit Office by the Owner or Inspector.
 - b. When Inspector is requested to verify setbacks, the owner must comply with the following:
 - (1) **SETBACKS ARE DOUBLE THE MIN. REQUIRED**, the owner must make available at the site a copy of the approved site plan and permit for the Inspector.
 - (2) **SETBACKS ARE FRONT, 10' ABOVE MIN. REQUIRED AND SIDE AND REAR ARE 5' ABOVE MIN. REQUIRED**, the owner must provide the following at the site:
 - a). A copy of the approved site plan (also approved by Environ. Health) and the Zoning Permit.
 - b). Copy of survey or recorded map of the site showing the property corners.
 - c). Permanent property corners within 50' of the structure are clearly marked and flagged so as to be visible from the structure.
 - d). Owner or representative is available at the site to make measurements, if necessary.

The owner or applicant is responsible to see that the foundation survey or document verifying the set backs are received at the Zoning Permit Office.