

This application must be turned in to City Hall or the POA office by the Saturday before the regular Tuesday Architectural Control Meeting or it will not be considered until the following meeting 2 weeks later.

***THE NAME OF THE GENERAL CONTRACTOR AND PHONE #
MUST BE LISTED
ON THIS APPLICATION
BEFORE
THE PERMIT CAN BE
GRANTED!!***

A property owner working on his/her own property is not required to be licensed as a contractor with the City of Linn Valley. However, any contractor or subcontractor or other skilled construction worker hired by the property owner (whether hired by the “job” or by the “hour”) must be licensed as a contractor with the City and must carry the required insurance.

****The application must be signed and dated & initialed where stated by either the General Contractor or the owner of the property before the application can be reviewed.***

***ALL GENERAL CONTRACTORS AND SUB CONTRACTOR’S
MUST BE LICENSED BY THE CITY!!***

****Note – If you are bringing in a wide load, contact the POA Office to have the North or South Construction Gates opened.**

THANK YOU!

LINN VALLEY BUILDING INSPECTOR

Cell (913) 731-1459

City Hall (913) 757-2926

The first 6 pages of this application are intended for the home owner or contractor’s reference material for construction so detach and keep the first 6 pages and return pages 7-11 to the City for approval.

TO ALL LOT OWNERS & CONTRACTORS

Effective June 4, 2001, the Linn Valley Lakes POA requires the lot corner pins to be located by a licensed professional surveyor prior to the start of any construction or lot clearing.

THE FOLLOWING STEPS MUST BE OBSERVED FOR ALL CONSTRUCTION:

1. The lot perimeter must be staked and string lined before clearing or ground breaking. Remember to observe all required set backs: 25 ft. front, 10 ft. sides & back.
2. When staking is completed, the owner or contractor shall call for an inspection of the staking by the City Inspector.
3. Footings for residences shall be a minimum of 28" deep x 8" thick x 16" wide and shall contain rebar. Footings for accessory buildings shall be a minimum of 28" deep x 8" thick x 12" wide. Footing must be inspected before they are poured. Minimum of 1 ½" chairs support rebar in bottom of footing. All rebar minimum of 12" over splice.
4. When the permit is paid and staking is approved by the City Inspector, work may start.
5. Utility locates are required by Kansas Law. Please call before digging.

7 a.m.- 6 p.m.- 1-800-344-7233 (DIG SAFE)

Please make sure you have a valid building permit.

City of Linn Valley Building Inspector

Cell (913) 731-1459

PROCEDURE:

1. Owner or General Contractor picks up application and CONTACTS A LICENSED SURVEYOR TO LOCATE CORNER PINS.
2. List the General Contractor (must be licensed with the City) on building permit application. If the home owner is the General Contractor write "Self" on the application. Homeowner is taking on all liability if Self Contracting.
3. Return the application to Building Inspector, City Hall or the POA Office.
4. The Building Inspector reviews application and plan to determine fees. All applications for projects within the "Private Area" of the city must also be reviewed by the POA Architectural Committee. **This review takes place on the 2nd and 4th Tuesday of each month.** Call the building inspector to make sure the application has been approved by the Architectural Committee. NO CONSTRUCTION WILL BE STARTED UNTIL ALL PERMIT FEES ARE PAID and a permit "Permit Placard" are placed on property. Permit fees must be paid at City Hall or the POA office.
5. It is the responsibility of the homeowner or contractor to call the Building Inspector to find out if the application has been accepted and the permit is ready.
- 6.

City Hall office hours:
Monday thru Thursday 8:00am – 4:00pm
Friday 8:00am - Noon
Or you may mail your permit fee to:

City of Linn Valley
22412 E. 2400 Road
Linn Valley, Kansas 66040
913-757-2926

POA OFFICE
Monday thru Friday 8:30am-5:00pm
Saturday 8:30-1pm
913-757-4591
Mail Slot after Hours

- 5.7. All building permits will be reviewed and approved by the LVL POA's Architectural Control Committee on the **second** and **fourth** Tuesday of each month.
- 6.8. Work can begin after permit is paid to the City of Linn Valley, corner pins are found and proper staking is done.
- 7.9. Contractor or homeowner contacts the Building Inspector for inspection at appropriate phases.
- 8.10. Inspections will be done in a timely manner but not promised before 24 hours.
- 9.11. Certificate of final inspection will be given and / or certificate of temporary or permanent occupancy. NO OCCUPANCY will be allowed until temporary or permanent occupancy certification is granted by the Building Inspector.
11. If a Permit is given it will expire in 12 months. In 6 months, the exterior of any structure must be completed including painting and grading. If the project is not finished according to this procedure sheet additional charges up to the full amount of the original permit may be charged and must be paid before the permit can be extended and the project continued.

SEC R 104.7 of the IBC Code Supervisor (Building Inspector) shall keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued, such records shall be retained in the official records of City Hall for the period required for the retention of public records.

District R-1, Single- Family Residential-Building Lots: The intent of this district is to provide for moderate density, single-family housing in a manner consistent with the character of Linn Valley.

A. Uses Permitted:

- 1) Single-family, detached dwellings
- 2) Garage: Accessory Structure
- 3) Parks and playgrounds
- 4) Camping/or recreational activities

B. Maximum Building Height: 30 Feet

C. Minimum Lot Size: 8,400 Square Feet

D. Minimum Lot Width: 70 Feet

E. Maximum Lot Coverage: 30 Percent

F. Minimum Front Yard Setback: 25 Feet

G. Minimum Side Yard Setback: 10 Feet

H. Minimum Rear Yard Setback: 10 Feet

I. Miscellaneous Restrictions:

1. These lots are restricted to permanent living structures (double-wide, modular homes, prefabricated or conventional built homes) with a minimum of 600 square feet of interior living space on the main floor level.
2. All residences shall be connected to a public sewer or sewage holding tank of at least 1,500 gallons. Holding tanks must be pre-approved and installed by a contractor licensed by the City of Linn Valley and must be located in an area that is readily accessible to sewage trucks.
3. No building materials, building material debris or construction equipment shall be kept or stored in the open on any lot which is not the site of a then valid building permit issued by the City.
4. No recreational vehicle, camping trailer, non-operative motor vehicle, or motor vehicle without a current state registration shall be stored or parked in the open at any one or more locations for longer than seventy-two (72) consecutive hours.
5. No signs shall be placed or maintained on any lot at any time with the exception of one sign, not to exceed two (2) square feet in area, which identifies the property owner, owner's home town and lot number.

DISTRICT R-2, SINGLE FAMILY RESIDENTIAL- MULTI-PURPOSE/CAMPING LOTS: The intent of this district is to provide for single-family housing and/or camping and recreational activities in a manner consistent with the character of Linn Valley.

- a. Uses Permitted:
 - I. Single-family, detached dwellings.
 - II. Garage: Accessory Structure
 - III. Camping and/or recreational vehicles and activities.
 - IV. Parks and playgrounds
- b. Maximum Building Height: 30 Feet
- c. Minimum Lot Size: 4,000 Square Feet
- d. Minimum Lot Width: 50 Feet
- e. Maximum Lot Coverage: 30 Percent
- f. Minimum Front Yard Setback: 25 Feet
- g. Minimum Side Yard Setback: 10 Feet
- h. Minimum Back Yard Setback: 10 Feet
- i. Miscellaneous Restrictions:
 - 1. All permanent residences shall be a minimum of 600 square feet of interior living space.
 - 2. All permanent residences shall be connected to a public sewer or sewage holding tank of at least 1,500 gallons. Holding tanks must be pre-approved and installed by a contractor licensed by the City of Linn Valley and must be located in an area no more than twenty-five (25) feet that is readily accessible to sewage trucks.
 - 3. No building materials, building material debris or construction equipment shall be kept or stored in the open on any lot which is not the site of a then valid building permit issued by the City.
 - 4. No non-operative motor vehicle, or motor vehicle or any form of R.V. without a current state registration, if required by state law, shall be stored or parked in the open at any one or more locations for longer than seventy-two (72) consecutive hours.
 - 4.5. No signs shall be placed or maintained on any lot at any time with the exception of one sign, not to exceed two (2) square feet in area, which identifies the property owner, owner's home town and lot number or address.
 - 5.6. Only one recreational vehicle or permanent residence may be placed or stored on any lot except on a temporary basis while in actual use. Recreational vehicles, in excess of one, left unattended for more than twenty-four (24) hours are in violation of this Ordinance.

Keep the first 5 pages of this packet for your reference

Fill out pages 6-10 completely and turn into the City Building Official to apply for permit

APPLICATION FOR LOT DEVELOPMENT
CITY OF LINN VALLEY, KANSAS
22412 E. 2400 ROAD
LINN VALLEY, KANSAS 66040
PHONE: CITY HALL (913) 757-2926

(POA Use Only-)
DEED VERIFIED-
ASSESSMENTS CURRENT-

PERMIT # _____

LOT # _____

911 Street Address _____

NAME (AREA CODE) PHONE# (Home and Cell)

HOME MAILING ADDRESS CITY STATE ZIP CODE

EMAIL ADDRESS

ALL CONTRACTORS MUST HAVE A CURRENT CONTRACTOR'S LICENSE FOR LINN VALLEY

GENERAL CONTRACTOR _____ PHONE# _____

NOTE: An approved permit from the City of Linn Valley, Kansas is required for any development in the City of Linn Valley. A copy of this application will be sent to the Appraiser's Office. Copies of the City Permit applications are available at the POA office, City Hall or thru the Building Inspector- Codes Officer.

NOTE: NEW MATERIALS MUST BE USED ON ANY BUILDING. ALL CONSTRUCTION MUST BE COMPLETED WITHIN TWELVE MONTHS FROM APPROVAL. PERMITS EXPIRE IN TWELVE MONTHS AND REQUIRE RE-SUBMISSION FOR RE-APPROVAL. A LETTER OF INTENT MUST BE SUBMITTED BEFORE RE-APPROVAL. DOUBLE WIDE, MODULAR, AND SINGLE-WIDE HOMES MUST HAVE A FULL PERIMETER FOUNDATION OF REINFORCED CONCRETE, BLOCK OR STONE.

*PLEASE CHECK **ALL NEW IMPROVEMENTS** TO BE DONE ON THIS APPLICATION FOR PERMIT.
***ANYTHING CHECKED BELOW MUST BE PUT ON YOUR SITE DRAWING ON PAGE 10**

() Lot# _____ Street _____ Lot Dimensions _____

() Building Lot () Camping Lot () Multi Purpose Lot

(x) Corner Pins and Intermediate Pins (irregular lots) Must Be Marked by a Licensed Surveyor.

* Note Surveyor Letter Must Accompany This Application

() Tree and/or Brush Clearing *Note (Burning Permits issued at POA Office)

() House *Note (Lot Front Easement (25ft) Side and Back Easements (10ft))

() Wood Frame

() Structural Steel Frame

() Masonry (Wall Bearing) House Dimensions _____

() Reinforced Concrete #of Floors With Finished Living Space Including Basement _____

() Modular

() Manufactured (Singlewide, Doublewide) Year of Manufacture _____

() Other *Specify* _____

() Foundation *Note (Lot Front Easement (25ft) Side and Back Easements (10ft))

() Basement Finished _____ Unfinished _____

() Crawl Space Foundation Dimensions _____

() Slab On Grade () Concrete () Block () Stone

() Piers & Pier pads

() Garage *Note (Lot Front Easement (25ft) Side and Back Easements (10ft))

() Attached () Unattached Garage Dimensions _____

() Carport *Note (Lot Front Easement (25ft) Side and Back Easements (10ft))

() Wood Frame () Metal Carport Dimensions _____

() Accessory Buildings *Note (Lot Front Easement (25ft) Side and Back Easements (10ft))

() Workshop () Skid Shed (Non Permanent Foundation) () Shed (With Permanent Foundation)

() Gazebo () Wood Frame () Metal () Other Accessory Building Dimensions _____

- () Room Additions or Additions to Any Existing Structure
 *Note (Lot Front Easement (25ft) Side and Back Easements (10ft))
 Room Addition Dimensions _____
- () Decks/Porches **Specify Building Material** _____ Deck/Porch Dimensions _____
 *Note (Lot Front Easement (25ft) Side and Back Easements (10ft))
- () Holding Tanks *Note (All Tanks must be a minimum of 1500 Gallons and must be placed so that a service truck can back to within 20 feet of the tank service port)
 - () Potable Water Tank
 - () Precast () Poured In Place () Tank Size _____ Gallons
 - () Sewer Tank
 - () Precast () Poured In Place () Tank Size _____ Gallons
- () Rural Water
- () POA Water
- () Yard Sprinkler System
- () Electrical Service (KCP&L)
 - () 100 Amps
 - () 200 Amps
 - () Other **Specify** _____
 - () Upgrade Service
 - () 100 Amps
 - () 200 Amps
 - () Other **Specify** _____
- () Adding or Altering Existing Electrical Circuits Inside or Outside
- () Propane Tank *Note (Tank must be minimum of 20 feet from house and pipe buried minimum of 12")
- () Structural Concrete Engineered for Loads
 - () All Flatwork that will have support posts attached to it
 - () Boat Ramp and/or abutment
 - () Dock abutment
 - () Other **Specify** _____ Flatwork Dimensions _____
- () Retaining Wall
 - () Landscaping
 - () Sea Wall () Rip Wrap **Specify Materials** _____
- () Culverts *Note (Length and Diameter will be specified by the Building Inspector)
 - () Galvanized
 - () Corrugated Plastic
- () Fence *Note (Materials can be Wood Fencing, Factory Preformed Plastic Fencing, Wrought Iron, or Chain Link)
 *Note (Fence Cannot Be Over 6 Feet Tall, Finished Side Must Go to the Outside and Not Extend past Your Property Line, nor extend into the Front Setback))
- () Dock *Note **Main Lake** (Min. 120 Sq. Ft., Max. 450Sq. Ft., Center Line of Dock Must be at Center of Lot)
 *Note **7 & 10 Acre Lakes** (Min. 64 Sq. Ft., Max 120 Sq. Ft. Centered in lot line)
Specify Dock Materials _____
- () Swimming Pools (Security Fencing)
- () Hot Tubs (Electrical)
- () Adding Fireplace to Existing Structure
 - () Manufactured Metal () Masonry
- () Remodeling or repair Inside or Out When Original Foundation, Structure, Electrical or Plumbing is Altered
 Explain:

(x) Exterior Finish Will Be () Paint/Stain () Vinyl/Metal Siding () Masonry () Other **Specify** _____

() **Other Projects Not Listed** **Specify** _____

() Exterior Maintenance or repair That Exceeds **\$5000**
Specify Maintenance Below

(x) Approximate Total Cost of all Improvements on this Application: \$ _____

Please *initial* each numbered paragraph after reading!
Sign and date at the bottom and return this page with the application.

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9. Contractor or homeowner contacts the Building Inspector for inspection at appropriate phases. If you have questions on phases of inspections call the Building Inspector.
10. Inspections will be done in a timely manner but not promised before 24 hours.
11. Certificate of final inspection will be given and / or certificate of temporary or permanent occupancy, if the structure is living space. NO OCCUPANCY will be allowed until temporary or permanent occupancy permission is granted by the Building Inspector.
12. If a Permit is given it will expire in 12 months. In 6 months, the exterior of any structure must be completed including painting and grading. If the project is not finished according to this procedure sheet additional charges up to the full amount of the original permit will be charged and must be paid before the permit can be extended and the project continued.

Signature _____

Date _____

MAKE A SITE DRAWING ON THIS PAGE

LOT# _____

IN **BLACK**, SHOW ALL LOT DIMENSIONS, CORNER PINS, EXISTING STRUCTURES FRONT STREET, AND SIDE STREETS. IN **A CONTRASTING COLOR**, SHOW ALL IMPROVEMENTS, WITH DEMENSIONS, THAT YOU CHECKED OFF ON THIS APPLICATION.