

Clarkston Town Process for Submitting a Permit Application:

Zoning Permit: *If you ONLY need a zoning permit.* (Buildings that are between 50 sq ft and 200 sq ft.)

Download the form [here](#) or obtain a copy at the Town Hall. After you have filled it out completely:

- a) email it to clarkstonpz@comcast.net OR
- b) mail it to Clarkston Town PO Box 181, Clarkston, UT 84305 OR
- c) drop it in the drop box at the Town Hall OR
- d) bring it into the office M-Th 9:00 am to 1:00 pm

There is a \$10.00 Administration Fee for zoning permits.

All zoning requirements are found in the Clarkston Town Code under [Title 10 Zoning Regulations](#).

All Other Building Permits: (Any structure over 200 sq ft – a zoning clearance is included in this permit.)

- We are now using City Inspect software for all building permit applications.
- A builder/owner must create an account on City Inspect at:
<https://clarkston.cityinspect.com/register>
 - If you already have an account with City Inspect, just log in and begin a new application.
- The portal will guide you to upload all the documents you need, based on the type of application. (Documents needed for a shed or a remodel may be different then documents needed for a new home.) Once all the documents have been uploaded, press submit. **If your application will not submit, you may have missed uploading a necessary document.** [Click here to see document checklist.](#)
- Once the application has been submitted it goes into a queue – first come, first reviewed. You will receive plan review emails and notifications of missing items, inspection reports, etc. You can also sign into the website at any time to see the status of your project – not only during plan review but also during construction.
- When you receive notification that your plans have been approved, you will need to call or come into the Clarkston Town Hall to pay for your permit. **Building Permits are not issued and cannot have inspections until they have been paid for.** The Town Hall is located at 50 S Main; the phone number is (435)563-9090. Clarkston Town accepts cash, check, and Visa or Master Card. (Please note there is a \$2.50 convenience fee for card payments.) **The Bond refund has an expiration date of 1 (one) year after the permit is issued.** [Click here for Fee Schedule.](#)

Clarkston Town

Building Permit Application Check List

The following items must be completed in digital form:

- ✓ Submit proof of ownership of property or copy of County Plat Map.
- ✓ Completed and approved septic permit from Bear River Health Department
- ✓ If the property is an uninhabited lot, then a survey IS required.
- ✓ Engineered Building Plans (each bullet point should be a separate digital file).
 - Site Plan
 - Show all property lines with dimensions.
 - Exact location of structure, show all setbacks in feet. This includes front, rear and sides.
 - Show in feet the distance between all other existing outbuildings. This also includes residential dwellings.
 - Floor plans for each level drawn to scale
 - Foundation plan drawn to scale
 - Elevation (Show front elevation, rear elevation, and side elevations).
 - Section view/and(or) detail specifics
 - Electrical (All plans shall be drawn to meet current building code or prescriptive building)
 - Completed Owner/Builder Form.
- ❖ The Inspector will contact you if he needs anything else. Clarkston Town contracts with Hyde Park City for plan review and inspections. Inspectors can be reached by phone @ (435) 563-6507 or by email at darrin.h@hydeparkcity.org.
- ❖ Clarkston Town requires that there are Dumpster and Toilet Facilities present at the construction site. (See Ord. 19-02)

Fee Schedule

Water Impact Fee: \$5,000.00

Road Impact Fee: \$2,500.00

New Meter Installation: \$1,000.00

Bond: \$1,000.00 (Residential Permit)
\$500.00 (Building Permit)

Administrative Fee: \$20.00

Inspection & State 1% Fee: Determined by the Inspector

CLARKSTON TOWN
Land, Use & Development Management
Application for Zoning Clearance

Permit No: 21-09

Date Submitted: 5/18/21 Received By: Holly Jones

Applicant Name: Michael Bulls

Applicant Phone Number: 435-265-6057

Applicant Address: 15 S. 200 W. Clarkston, UT 84305

Work site Address (if different then Applicant's address): _____

Description of Request: (Attach additional page if necessary)

Include off-site improvements, including property access, and culverts

Old Hickory Sheds

The following items must be attached:

- A legal description and current ownership plat of the property (obtain from Cache County Recorder).
- A plot plan showing street names and numbers; direction of north; lot dimensions; location, uses, dimensions, and set backs of all existing and proposed buildings.
- A filing fee of \$10.00

**APPLICATION MUST BE RECEIVED BY THE TOWN CLERK TWO (2) BUSINESS DAYS PRIOR
TO THE CLARKSTON PLANNING AND ZONING MEETING.**

CLARKSTON TOWN
LAND USE & DEVELOPMENT MANAGEMENT
APPROVAL FOR ZONING CLEARANCE

Name: Michael Bulls

Address of site: 15 S. 200W.

Lot size: 2.5 acres Zone: _____

Tax ID#: 15-0073-0031

Type of construction: Shed

Dimensions of building: 10' x 16'

Set back requirement: _____

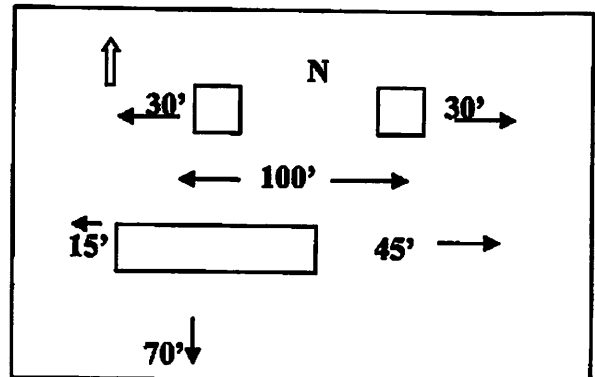
Actual Set back: _____

Side yard requirement: 1'

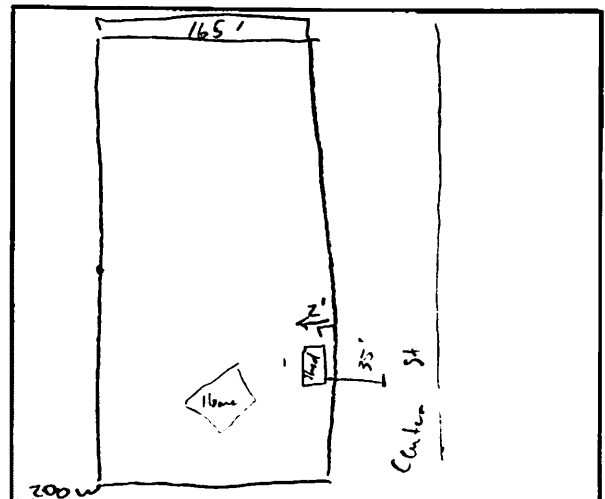
Actual Side yard: 2'

Right of way width: _____

SAMPLE PLOT PLAN



ACTUAL PLOT PLAN



(May attach an additional page showing plot plan if needed)

THIS PROPERTY IS BEING APPROVED FOR ZONING CLEARANCE AS INDICATED ABOVE. ANY CHANGES IN TYPE OF STRUCTURE OR PLACEMENT ARE NOT ALLOWED. THIS CLEARANCE IS NOT A WAIVER OF COMPLIANCE WITH THE ZONING NOR THE BUILDING CODES.

Date of Approval for Zoning Clearance

Signature (LUDM)

