



## TANEY COUNTY PLANNING COMMISSION

P. O. Box 383 • Forsyth, Missouri 65653  
Phone: 417 546-7225 / 7226 • Fax: 417 546-6861  
website: [www.taneycounty.org](http://www.taneycounty.org)

### DIVISION I PERMIT REQUIREMENTS

An application for a Division I Permit shall be filed with the office during regular business hours. It must be filled out using either blue or black ink. The following requirements of the Taney County Development Guidance Code shall be submitted to complete a Division I Application:

1. **Application Fee: \$50.00 per lot**
2. **\$15.00 for Accessory Buildings.** (*Decks, Pools, Storage Sheds*)
3. **Proof of Property Ownership.** Property tax statement or a warranty deed with all attachments, or other legally established document, which includes both the property owner's name and legal description.
4. **Detailed site plan** showing lot lines, dimensions, locations of access and structures, distances from each lot line to the structure for which the permit is intended and any other pertinent information as designated by the staff.
5. **Taney County Regional Sewer District Approval,** if applicable.
6. **Signature of Property Owner of Record.**

*Amended June 23, 2005*



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**APPLICATION FOR DIVISION I PERMIT**

**This application must be filled out legibly in full and signed by the property owner**

**NAME OF APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **CITY & ZIP:** \_\_\_\_\_

**911 ADDRESS OF PROJECT:** \_\_\_\_\_ **CITY & ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**Will this structure be used for any commercial operation? Yes  No**

**PROPERTY OWNER PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**The following submittals must be provided with this application:**

1. Proof of Property Ownership: Property tax statement, warranty deed, or other legally established document which includes both the property owners name and legal description.
2. Developer shall obtain and produce a permit from the applicable wastewater system permitting entity to ensure adequate wastewater disposal.  
Permit# \_\_\_\_\_
3. Site plan showing lot lines, dimensions, location of access and structures, distance from lot lines of structure, setbacks and easements.

In signing this application, I understand that if the information provided here is not true, my application will be revoked. I understand and agree to abide by the requirements of the Taney County Development Guidance Code. I agree to all inspections on the property necessary to secure compliance with all county codes, relevant to this application. The property owner is responsible for adherence to all existing private restrictions and requirements.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**DATE OF APPLICATION:** \_\_\_\_\_

# Division I Permit Application (continued)

## THIS PORTION TO BE COMPLETED BY THE APPLICANT:

**PARCEL NUMBER:** \_\_\_\_\_

(Parcel # can be found on the top left hand corner of your property tax statement and appears as: 00-0.0-000-000-000.000. If you have not paid taxes on the property, you must have the name of the previous owner of record.)

**Directions to Property:** \_\_\_\_\_

**Description of Request:**  New House     Addition to House     Manufactured Home  
 Addition to Manufactured Home     Garage     Carport  
 Other. Explain: \_\_\_\_\_

**Size of Structure:** \_\_\_\_\_ **Area of Property:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_

**Name of Subdivision:** \_\_\_\_\_

**Lot Number:** \_\_\_\_\_ **Block / Phase Number:** \_\_\_\_\_

**Purpose of Structure:** \_\_\_\_\_

**Access to Property (road number / name):** \_\_\_\_\_

**Water Supply:**  private     public     district – number / name: \_\_\_\_\_

**Electric Supplier:**  Empire District     White River     Carroll County Electric

**Does the property lie in the 100-year Floodplain?**  Yes     No

## THIS PORTION TO BE COMPLETED BY THE PLANNING & ZONING OFFICE:

**Fire District:**  Western     Central     None     Other: \_\_\_\_\_

**Watershed:** \_\_\_\_\_ **Map Location:** \_\_\_\_\_

**Permit Inspector:** \_\_\_\_\_ **PZ Permit #:** \_\_\_\_\_

**Permit Issue Date:** \_\_\_\_\_

**Summary:** \_\_\_\_\_

**Is there a BOA Decision of Record?**  No     Yes, Case #: \_\_\_\_\_

**Computer Entry Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

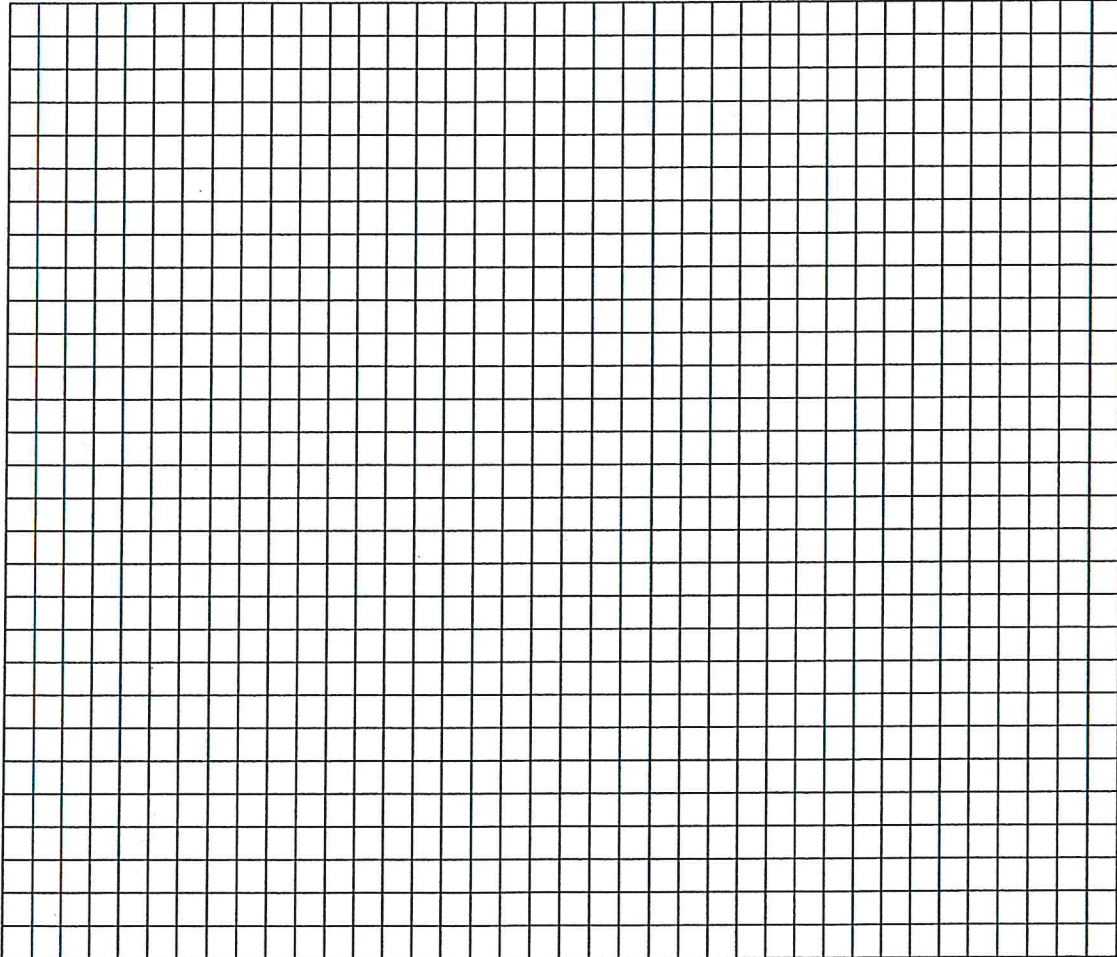


# Division I Permit Application (continued)

## SITE PLAN

Name of Applicant: \_\_\_\_\_

Please draw a diagram of your property lot lines with dimensions. Show locations of streets / roads and accesses to property, structures (both proposed and existing), easements and *distances from the proposed structure(s) to all of your property lot lines.*

A large grid for drawing a site plan diagram. The grid is composed of 20 columns and 30 rows of small squares, providing a space for the applicant to draw property lines, structures, and setbacks.

**NOTE: All measurements are from the requested structure to your property lines.**

Structure will face: \_\_\_\_\_  Private  County  State  
(name of street / road)

Front Setback (feet): \_\_\_\_\_ Rear Setback (feet): \_\_\_\_\_

Side Setback (feet): \_\_\_\_\_ Side Setback (feet): \_\_\_\_\_

Height of Structure (feet): \_\_\_\_\_ (at highest point from ground level)

Setback requirements can be found in the Taney County Development Guidance Code book in Section 9, Tables 1 and 2. Height requirements are defined in Section 4.12 of the Code.

**7. SETBACKS, EASEMENTS, LOT SIZE AND MINIMUM FRONTAGE REQUIREMENTS**

**7.1. General Setbacks**

The following requirements apply to all properties other than mobile home parks.

**7.1.1. SETBACK MEASUREMENTS**

Setback distances shall be measured from the property lines of the lot or tract to the structure to be constructed, unless stated otherwise. The setback measurements shall be as follows:

**TABLE 1**

**Property Line Setbacks**

<b>SETBACKS</b> (all properties except Mobile Home Parks)	<b>If Property Line is Next to a State or Federal Highway</b>	<b>If Property Line is Next to a Subdivision Road</b>	<b>If Property Line is Next to a County Road with Less Than a 35' Right-of-Way</b>	<b>If Property Line is Next to a County Road with Greater Than a 40' Right-of-Way</b>
<b>Front of Lot</b> (i.e., 911 address)	50'	25'	40'	25'
<b>Sides of Lot</b>	7'	7'	7'	7'
<b>Rear of Lot</b>	10'	10'	10'	10'
<b>Side if on a Corner Lot</b>	25'	12 ½'	20'	12 ½'
<b>Rear if Non-Inhabitable Acc. Structure</b>	5'	5'	5'	5'

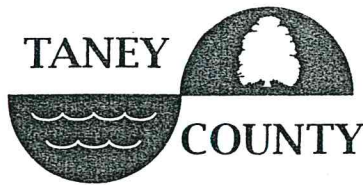
*Note:* Measurements to the structure shall be made to the part of the structure that is closest to the property line. As an example, if the structure has a roof with an overhang, the measurement is made to the overhang and not the foundation or wall of the structure.

**7.1.2. RESTRICTIONS ON SETBACK AREAS**

There shall be no structures or appurtenances located within the setback area that would increase the property value of the setback area. These include, but are not limited to, the following:

- foundations of structures
- swimming pools
- porticos
- decks
- porches
- carports
- gazebos

*Note:* If topography of the lot or tract creates a hardship in implementing the setback requirements, the Planning Commission shall determine which, if any, permanent structures may be built within the setback area. The owner / developer shall sign a statement that this improvement within the setback area shall not increase its value should the public need to purchase the right-of-way at a later date.



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### DIVISION I PERMIT PROCEDURE

Division I permits are required to provide for the approval of permits for residences that are building on existing parcels and have minor impact on the environment, their neighbors, or the taxpayers, or which are buildings in a subdivision that has already been approved for residential use by the county, assuring that environmental, land use compatibility, public service, and other concerns have already been addressed.

#### 1. **Step 1 – Filing:**

An application for a Division I permit may be filed with the staff at any time during regular business hours. The following submittals are required: A **Completed Application** including:

- A. Proof of property ownership – either a copy of the property tax statement, a warranty deed with all attachments, or other legally established document which includes both the property owners name and property legal description.
- B. Diagram showing lot lines, dimensions, locations of access and structures, distances from each lot line to the structure for which the permit is intended, and any other pertinent information as designated by the staff.
- C. Taney County Regional Sewer District approval, if applicable. (417) 546-7220.
- D. For permits which involve sites instead of lots, the appropriate submittals will mimic the above requirements for lots.

#### 2. **Step 2 – Action:**

- A. If the staff finds that the proposed development is in compliance with the policies of Section I, and the required submittals and absolute policies of the Development Guidance Code have been met, the application for a permit shall be accepted and the permit issued. If the development is not in compliance with the above, the application shall not be approved.
- B. Completed applications for Division I permits shall be processed within five (5) working days of their filing. Applications cannot be processed until all submittals have been made.
- C. No more than one dwelling shall be allowed per 2 acres using an on-site septic system other than within a platted (recorded) subdivision, which is approved for an alternate system by the Regional Sewer District.

#### 3. **Step 3 – Notice:**

The developer shall receive prompt written notice of the approval or denial of his or her application for a permit. The Planning Commission and the County Commission shall receive a monthly summary of all Division I permit applications.