

Castle Valley Building Permit Information Sheet

(Initial each page and sign the last page and submit with your other Building Permit items)

The Town of Castle Valley is a participant in the Grand County Building Permit process. Your Grand County Building Permit Application must receive Town of Castle Valley zoning approval before approval by the Grand County Building Department. Signatures on the Grand County Building Permit Application form include:

- 1) The South East Utah Health Department (SEUHD) signs with regard to the adequacy of septic/waste disposal systems, including their relationships to wells. **435-259-5602**
- 2) The Castle Valley Designated Land Use Authority signs with regard to compliance with Castle Valley zoning requirements. **Town Office: 435-259-9828 Fax 435-259-9846** HC64 Box 2705, Castle Valley, UT 84532; email: castlevalley@castlevalleyutah.com
- 3) The Grand County Building Department signs with regard to compliance with building codes: **435-259-4134**

Grade Review by the Building Permit Agent must be completed **prior to any** human-made cuts, fills, excavation, grading or similar **earth-moving process** to prepare any building site, septic system and associated plumbing, pad, foundation, driveway or removal of a structure.

No portion of a demolished or decommissioned building shall be buried on the property or elsewhere within the Town as further provided for in Ordinance 96-1 - Watershed Protection and Ordinance 85-3, as amended. All demolished or decommissioned material shall be properly stored on the property or shall be promptly removed from the property to a place of safe and legal disposal, after which the site and/or building, as applicable, must be returned to its preexisting condition. Building demolition may require a Grand County Building Permit.

All **road easement encroachments**, such as the installation of power lines, water lines, driveways, culverts, etc., **must obtain a Right-of-Way Encroachment Permit** from the Town's Roads Manager **prior to any work being done** within a Town road easement.

For **electrical and solar upgrades or installations** only, a Castle Valley Electrical or Solar Energy System Permit must be obtained and Town zoning approval/signature given on the Grand County Building Permit form. Electrical Permits are necessary only when no other construction work is being done. Otherwise, they are included as part of a Building or Remodel Permit Application and not independent of it. Solar Energy System Permit Applications must always be submitted independent of construction work.

Installation of yurts, teepees, or tents on a lot for **permanent or intermittent camping requires approval by the SEUHD of a sanitary sewage and wastewater disposal system**. Residing in these structures is **not permitted** if another **structure** is being **used as a residence** on the lot.

Buildings used for **agricultural purposes** that are not for human habitation and do not contain plumbing or wiring are exempt from having to receive a building permit as stated in state statutes. However, such buildings must obtain a Certificate of Land Use Compliance from the Town of Castle Valley Designated Land Use Authority before they can be constructed or moved into the Town, and may require a Grand County Agricultural Exemption Acknowledgement.

Town zoning approval for a building permit to create an Internal Accessory Dwelling Unit (IADU), as described in Ordinance 85-3 Section 5.10, requires an approved IADU permit.

RV and travel trailers installed for intermittent or permanent residency require a Temporary Dwelling Permit. RVs and travel trailers that are to be kept on the property and used as a dwelling before or during construction also require a Decommissioning Contract.

For well drilling, contact the Castle Valley Water Agent at 435-259-9828.

SUBMISSION REQUIREMENTS

In order to gain zoning approval from the Town for a building permit to construct, repair, reconstruct or alter any building, to move any building onto a lot, or any other project that requires a Grand County Building Permit, Applicants must provide the following unless determined to be inapplicable by the Designated Land Use Authority:

A. CASTLE VALLEY SEPTIC PERMIT APPLICATION with submission of all information specified on the application form, approved and signed by the Building Permit Agent when a septic system is being installed or upgraded. If a septic system is being installed or upgraded to supply an existing building with plumbing for the first time, a statement of change of use may be required if deemed relevant by the Designated Land Use Authority.

B. PLOT PLAN drawn to scale (8.5 X 11 freehand drawings are acceptable), with all dimensions and distances clearly noted and labeled regarding:

1. Lot number, date, name, address, telephone contact.
2. Property lines, road easements, setbacks, and a topographical drawing prepared by registered land surveyor or civil engineer if deemed necessary by the Designated Land Use Authority to determine compliance with setbacks.
3. Well and septic systems and all connections.
4. All existing structures and their use including recreational vehicles and motor homes being used as temporary dwellings.
5. If relevant, a statement of change of use, listing the old use of structure and its new intended use.
6. All existing structures and their combined square footage. Combined square footage for each building is determined by adding together the floor area of each story of the building plus the area which is directly below exterior roofs as measured from the exterior wall of a building to the roof's edge (see illustration B). The floor area of each story of a building is measured from exterior wall to exterior wall and includes all spaces within that area such as, but not limited to, unfinished spaces, stairwells, closets, and other non-habitable space that have a ceiling height of five (5) feet or more. A basement's floor area should also be added when determining the combined square footage of any building if the ceiling area of 50% or more of the entire basement is three feet or more above finished grade (see illustration A1 and A2). Also, a basement's square footage may only be excluded from the combined square footage calculations if it is partially or completely below Finished Grade (as described above), provided that Finished Grade is no more than three (3) feet above Existing Grade. A topographical drawing prepared by a registered land surveyor or civil engineer shall be required if deemed necessary by the Designated Land Use Authority to determine existing grade or an estimation of pre-development topography.
7. Proposed construction, including designated use and its combined square footage as described in section 6.
8. Signature of the property owners.

C. BUILDING PLANS as submitted to the Grand County Building Department.

These must include:

1. **Elevations either drawn to scale or with all dimensions clearly noted**, which show building height, finished grade, and existing grade. For sites which have never been disturbed, existing grade shall be the same as natural grade which is the elevation of the surface of the ground that existed before any earth was moved. When existing structures or older disturbances to the land make natural grade indistinguishable from existing grade, existing grade is the ground level established when the existing structure or disturbance was created. **Recent earthwork will not necessarily qualify as existing grade and will require a determination from the Building Permit Agent as part of the Grade Review.** Building height is measured as the vertical distance between a horizontal line extending from the highest point of any roof, wall, or parapet (not including chimneys or vents) and the lower of either 1) the lowest point where the vertical face (or a vertical line extending directly below the vertical face) around the perimeter of the building intersects the Existing Grade or 2) the lowest point where the vertical face (or a vertical line extending directly below the vertical face) around the perimeter of the building intersects the Finished Grade (see illustration C1 and C2). The vertical face of the structure includes, but is not limited to walls, foundations, footings, piers, or columns that support a wall. Piers, columns or posts that support a part of the structure that is not enclosed, such as decks or porches, shall not be considered part of the vertical face of the structure when determining height. **Please be aware that enclosing an open area at a later date may change the height measurement for that structure and will not be allowed if it brings the structure out of compliance with height and square footage limits.** For structures for which no part is enclosed, such as carports, height shall be measured from the highest point of the structure to the lowest point in the Finished Grade directly below the structure. A window well that is entirely within five feet of an exterior wall of the structure or the stair to a basement that is entirely within eight feet of an exterior wall of the structure shall not be considered in determining the finished grade (illustrations D and E). A topographical drawing prepared by a registered land surveyor or civil engineer shall be required if deemed necessary by the Designated Land Use Authority to determine existing grade or an estimation of pre-development topography.
2. **Elevations shall also include all exterior light fixtures.**
3. **Floor plans either drawn to scale or with all dimensions clearly noted**, showing the square footage for the floor area of each story as defined in Section C.6 above, with the use of each room or area clearly labeled.
4. **Roof plans** showing all roofs and their dimensions.

E. SIGNED FORMS AND OTHER PERMITS:

1. Acknowledgment of One Dwelling Per Platted Lot.
2. Acknowledgement of Short-Term Rentals Prohibited.
3. Geologic Hazard Release Agreement.
4. Temporary Dwelling Permit Application must be completed and approved with all fees paid if the applicant is planning on living in a recreational vehicle or motor home while building another dwelling on the same lot.
5. Right-of-Way Encroachment permit for all electrical lines, water lines, and driveways that encroach upon any Castle Valley road easement, completed and approved
6. Decommissioning Contract must be completed and approved if a temporary dwelling or preexisting dwelling already exists on the same lot as the proposed dwelling. If determined to be

nonroutine, the Planning and Land Use Commission (PLUC) will first review the contract at their next regularly scheduled meeting and may set conditions requiring the removal of some fixtures. Once the PLUC has approved the contract, the applicant must sign it and have it notarized. The PLUC Chair then signs and has it recorded in the Recorder's Office of Grand County. Decommissioning must occur within 30 days after occupancy of the new dwelling. If determined to be routine, then the Building Permit Agent may approve the contract and the applicant must sign and have it notarized. The Building Permit Agent then signs and has it recorded in the Recorder's Office of Grand County and a copy is made for our files.

7. An approved Internal Accessory Dwelling Unit (IADU) Permit, as described in Ordinance 85-3 Section 5.10, if applying for a building permit to construct, or remodel to create, an IADU.
8. Signed copy of this information sheet.

F. INSPECTIONS, SURVEYS AND OTHER AGREEMENTS:

1. Acknowledgment and Release Agreement for lots without legal access signed by applicant (unless determined inapplicable by the Designated Land Use Authority).
2. Drainage Review approved and signed by the Town Roads Manager or the Building Permit Agent that shall expire after 12 months, unless a complete Building Permit Application is submitted to the Town within that period.
3. Grade Review to determine existing grade signed by Building Permit Agent or other designated official prior to any earth-moving. Topographical drawing prepared by a registered land surveyor or civil engineer if deemed necessary by the Designated Land Use Authority to determine compliance with setbacks or to determine existing grade or an estimation of pre-development topography.
4. Certificate of Occupancy inspection will be performed by the Building Permit Agent at the request of the property owner. The Building Permit Agent signs the Grand County Certificate of Occupancy after the Grand County Building Department does so and after doing a site inspection of Castle Valley's Land Use Regulations such as: setbacks, fencing, outdoor lighting, etc.

G. PAYMENT OF ALL ASSESSED FEES as established in Resolution 2013-1, as amended plus any additional fees incurred to properly evaluate the Application's compliance with Town Land Use Regulations and its impact in the zone in which the land use is to be located.

H. ANYTHING ELSE DEEMED NECESSARY in order to properly evaluate a Land Use Application's compliance with Town Land Use Regulations and its impact on the zone in which the land use will be located.

THE PRINCIPAL ZONING ISSUES THAT WILL BE REVIEWED ARE AS FOLLOWS:

- **Only one dwelling per platted lot.** A dwelling is any building or portion of a building that includes all of the following: facilities for living/sleeping, food preparation, bathing, and sanitation (toilet, sink, and approved wastewater disposal system) as defined in Ordinance 85-3.
- **Only one kitchen is allowed per platted lot.** Additional kitchens may be allowed in a separate building through an approved conditional use permit, or as part of a permitted Internal Accessory Dwelling Unit.
- **An accessory building** may contain some of the facilities that define a dwelling in Ordinance 85-3, but not all.
- **Guest houses, apartments, duplexes, or other construction creating more than one dwelling per platted lot are prohibited.**

- **Short-term rentals for a period of less than thirty (30) days are not permitted.**
- **Bed & Breakfasts are prohibited.**
- Livestock feedlots, fur farms, animal hospitals, kennels, animal byproducts rendering plants, and migratory beekeeping operations of any size, either permanent or temporary are prohibited.
- The raising, care, and keeping of more than one and one-half (1.5) animal units of **livestock** per acre on each legally platted lot as determined from section 4.9 of Ordinance 85-3 is prohibited. No more than 30 **beehives** can be kept on each legally platted lot.
- Certain **home or premises occupations** (home based business) may be allowed with the approval of a conditional use permit according to sections 4.7 & 4.8 of Ordinance 85-3.
- **Well and septic system setbacks** must be 50 feet from property lines and 50 feet from road easements on road frontage. Septic systems must be at least 100 feet from any well; 200 feet is recommended. Wells must be at least 100 feet from any other well.
- **Building setbacks:**
 - All buildings, including municipal buildings, water wells, solar energy systems and other alternative energy structures, above ground water cisterns, above ground metal shipping containers, portable sheds, and septic systems, shall be set back fifty (50) feet from a platted public street easement line, and 30 feet from the property line between contiguous lots.
 - Barns, corrals, pens, coops, and sheds for the keeping of livestock shall be located at least 70 feet from property lines between contiguous lots and at least 100 feet from any existing dwelling on a neighboring lot or parcel.
- **Building area** as defined in Section C.6 above **and height limits** as defined in Section D.1 above (see square footage and height calculation worksheets):
 - The combined square footage of all buildings located on a lot shall not exceed 7,000 square feet.
 - No building or addition to an existing building shall exceed twenty-five (25) feet in building height.
 - No more than 5,000 square feet of combined square footage on a lot shall exceed building height of nineteen (19) feet tall.
 - Except for new additions to existing buildings, the highest point of the structure determines building height for all of the combined square footage of that building.
 - The highest point of a new addition to an existing building determines the building height for all of the combined square footage of that addition.
 - Applicants who wish to build an addition to a building that is noncomplying because of building height and that was constructed or received final approval for construction prior to May 13, 2008, may make one addition that exceeds 25 feet in height to that building, provided that the one addition: does not exceed the building's existing maximum height; does not exceed a maximum height of thirty (30) feet; does not exceed 500 square feet; and does not increase the combined square footage of the building affected by the addition to more than 5,000 square feet.
 - Up to two accessory buildings on a lot may be excluded from the calculation of the total combined square footage on a lot if the excluded building or buildings are each no more than 120 square feet in area and no more than twelve (12) feet in building height, when measured from finished grade.
- **No changes to any wash, drainage or waterway** that affects the exit point of surface water from your property; nor the concentration of discharge at that point.
- **Driveway culvert installation** must be in compliance with the Town's Driveway Culvert Ordinance.

- **Lighting** must be in compliance with the Town’s Lighting Ordinance.

Any **fencing** must be in compliance with the Town’s Fencing Ordinance. All fences shall be constructed within the property boundary line of the owner’s lot and shall not encroach upon an adjacent road easement.

OTHER CONSIDERATIONS:

- Grand County Building Permit Application forms must be signed by the Designated Castle Valley Land Use Authority and then the Grand County Building Department (also by the Local Health Department if there is a septic system) to be a complete and valid permit.
- **Castle Valley zoning approval of a Building Permit Application will be revoked and become invalid if, within six months of receiving Town zoning approval, the applicant has not received a completed Building Permit from the Grand County Building Department with all fees paid.** If the Town’s zoning approval is revoked on this basis, the fee paid to the Town will not be refunded. If the applicant wishes to start the application process again, new forms must be filed and a new fee must be paid.
- If the County revokes a completed Building Permit for any reason, the Town’s Approval is also revoked. If the applicant wishes to revive such an application, the applicant must begin anew the application process with the Town. In such an instance, the original fee will not be refunded and new forms must be filed and a new fee must be paid..
- The applicant may extend the Town's Approval for an additional six months with no additional fee as long as: no changes have been made to the applicant's proposed building or addition; no changes have occurred in the Town's Land Use Regulations since the applicant's original approval by the Town that would affect the application; the request is made before the expiration date of the permit; and the Town's Approval has not been revoked. If any of the above has occurred, the applicant must begin anew the application process with the Town.
- Building Permits will not be approved that are not in compliance with Castle Valley Land Use Regulations and other applicable laws.
- Permits issued on the basis of false or misleading information are void.
- Construction begun without a valid Building Permit may be subject to delays, fines and/or increased building permit fees.
- Substantive changes in plans (i.e., lay-out, use, structural) after a Building Permit is issued require NEW approval by the Castle Valley Designated Land Use Authority and the Grand County Building Department.
- Applications may be approved or referred to the Castle Valley Planning and Land Use Commission and the Town Council for review. **An Application will not be reviewed unless deemed complete and all required documents and information have been submitted. Permit applications, plans, and supporting documents for nonconforming or noncomplying buildings, or any other nonroutine Land Use Permit Application must be submitted to the Planning and Land Use Commission Clerk by the Monday of the week preceding the Planning Commission Meeting at which the permit will first be reviewed.**

I acknowledge and agree to comply with all requirements as stated on this information sheet.

Property Owner’s Signature: _____

Date: _____