

## **INSTRUCTIONS FOR “ACCESSORY TYPE STRUCTURES” FORM**

1. Fill in the street name, section, township, range, acreage. Indicate street name if there is no present number address.
2. List the owner of the property. For a tower, this would be the tower/building owner. Please also indicate where any information is to be mailed to. Also on (a) list the actual property owner where the cell tower is placed.
3. List the general contractor responsible for the work.
4. Indicate the principal use.
5. Fill in the general information that is applicable to the type of construction you are requesting.
6. Please mark any flood plain permit or information required.
7. Licensed Contractor information.
8. Brief description of work to be done.
9. Sketch plan of building proposal.
10. Sign and date application.

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(BUILDING PERMIT FEE STRUCTURE)

### **THE FOLLOWING FEES ARE IN EFFECT AS OF JANUARY 1, 2004**

**SETBACK INSPECTION**

**\$100.00**

**“ACCESSORY TYPE STRUCTURES”  
INFORMATION FORM  
COLE COUNTY PUBLIC WORKS  
PLANNING DEPARTMENT  
5055 MONTICELLO ROAD, JEFFERSON CITY, MO 65109  
Phone (573) 636-3614 Fax (573) 636-8389**

**MAKES CHECKS PAYABLE TO “COLE COUNTY PLANNING”**

**PRIOR TO COMING TO THIS OFFICE, COMPLETE BOTH SIDES OF APPLICATION**

1. Property Information: Street Address \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_
2. Owner: \_\_\_\_\_ Address: \_\_\_\_\_  
Building/Tower owner  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
a. Owner of property, if different (such as with a cell tower). \_\_\_\_\_
3. Contractor: \_\_\_\_\_ Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_
4. Principal Use: \_\_\_\_\_ Barn \_\_\_\_\_ Machine Shed \_\_\_\_\_ Shed \_\_\_\_\_  
Detached Garage \_\_\_\_\_ In-Ground Pool \_\_\_\_\_ Other: Type: \_\_\_\_\_
5. General Information: Length: \_\_\_\_\_ Width: \_\_\_\_\_

Please show setbacks from property lines for the following:

Front yard setback \_\_\_\_\_ ft. Rear yard setback \_\_\_\_\_ ft.

Right yard setback \_\_\_\_\_ ft. Left yard setback \_\_\_\_\_ ft.

Building Height: \_\_\_\_\_ ft.

\_\_\_\_\_ ft. distance from existing home (if 10' or less an addition permit will be required)

6. Flood Plain Information:

**Flood Plain information must be completed if required.**

Flood Plain Development Permit: No / Yes Flood Plain Certification: No / Yes

No Rise Certificate: No / Yes

7. Licensed Contractor Information:

\_\_\_\_\_

8. Brief description of work to be done: \_\_\_\_\_

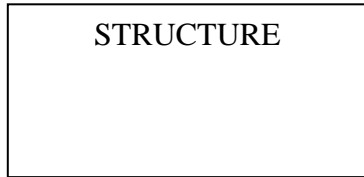
\_\_\_\_\_

ACCESSORY TYPE STRUCTURES

9. SKETCH PLAN

Rear Yard Setback  
From property lines

Side Yard Setbacks  
From property lines



Side Yard Setbacks  
From property lines

Front Yard Setback  
From property lines

Right of Way  
↓

STREET NAME \_\_\_\_\_

NOTE:

FOR NEW ACCESSORY CONSTRUCTION, SHOW THE FOLLOWING INFORMATION ON THE SITE PLAN.

- (1) Location of drive.
- (2) Setbacks
- (3) Utility locations.

**(10) OWNER/CONTRACTOR**

I CERTIFY THE INFORMATION CONTAINED HERIN IS TRUE AND CORRECT AND REPRESENTS THE SCOPE OF THE WORK TO BE DONE AND THAT IN DOING SAID WORK I/WE WILL ABIDE BY ALL REGULATIONS OF COLE COUNTY AND APPLICABLE LAWS OF THE STATE OF MISSOURI. I UNDERSTAND THAT IF ANY INFORMATION FURNISHED HEREIN BY MYSELF OR OTHERS IS FALSE OR INCORRECT, A PERMIT MAY NOT BE ISSUED, OR IF ISSUED, IT MAY BE REVOKED.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Pager Number: \_\_\_\_\_