



Wallsburg Town  
70 West Main Canyon Road  
P.O. Box 52  
Wallsburg, Utah 84082

Planning Commission Use Only:  
Building Permit Application #: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Date Of Plan Review: \_\_\_\_\_  
Date Approved By Town Council: \_\_\_\_\_

## Wallsburg Town Building Permit Application

Name of Owner or Responsible Agent: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address of Owner or Responsible Agent: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Location Of Proposed Structure: \_\_\_\_\_

(parcel number or reference to existing structures, so the location can be identified and assigned a street address)

Type Of Structure: ☐ Home ☐ Accessory Apartment ☐ Accessory Building ☐ Other (Specify): \_\_\_\_\_

This application and accompanying documentation must be submitted to the Wallsburg Town Clerk after completing all of the requirements. If the application or documentation is incomplete, it will be returned.

Upon receipt of the completed application, documentation, and fee paid; a building plan review meeting with the Wallsburg Town Planning Commission will be scheduled to review and consider the advancement of the building permit application to the Wallsburg Town Council.

### Fee Requirements:

1. \_\_\_\_\_ \$250 Building Plan Review Fee paid to the Wallsburg Town Clerk with complete application and documentation  
To be paid to the Wallsburg Town Clerk before building plan review is scheduled
2. \_\_\_\_\_ Impact and System Enhancement Fees determined by the Town: \$ \_\_\_\_\_  
To be paid to the Wallsburg Town Clerk before approved building permit letter is issued

### Lot, Parcel, or Existing Lot of Record Requirements:

3. \_\_\_\_\_ Legal description of the property and proof of ownership
4. \_\_\_\_\_ The minimum area of and buildable lot, parcel, or existing lot of record is 43,560 sq. ft. (1 acre). Density shall be calculated after the required easement and rights-of-way have been platted from the original acreage.
5. \_\_\_\_\_ Lots of record or parcels of land which legally existed or were created by a preliminary or final plat approval prior to the application of this code shall not be denied a building permit solely for reason of non-conformance with the parcel requirements of this code and are declared non-conforming. Designation of a lot of record is made by the Wasatch County Recorder's office and exists if the lot was a dedicated parcel and has not been reduced after August 11, 1965. It is the responsibility of the owner to document the status of the property.
6. \_\_\_\_\_ One dwelling may be placed on a lot, parcel, or existing lot of record.
7. \_\_\_\_\_ Accessory apartments are considered under conditional use as defined in this code section 5.2.3.2 (above a garage or in a basement, not a separate dwelling such as a mobile home or manufactured home, not to exceed 1,000 sq. ft., and not to exceed the size of the main dwelling in total living area.

### Building Plan Requirements:

8. \_\_\_\_\_ Building plans that include footing and foundation details, site plan, and elevations of all sides of the structure.
9. \_\_\_\_\_ No lot, parcel, or existing lots of record in the residential zones shall have a building which exceeds a height of 30 feet, measured from natural grade, at any point.
10. \_\_\_\_\_ Site Plan showing the lot and location of the proposed structure, must be drawn to scale. A certified survey may be required on projects with structures on or near the lot lines or when lot lines are difficult to determine.
11. \_\_\_\_\_ Boundaries of the site, including any easements of record or known prescriptive easements, existing roads, fences, irrigation ditches, drainage facilities, and adjacent utility lines.
12. \_\_\_\_\_ Lot specific letter or certification from the Army Corps of Engineers, stating the property (which is not in an approved subdivision is approved for construction and will not impact any wetlands.

Yard Setback Requirements: The following setback requirements shall apply on all lots, parcels, or existing lots of record.

13. \_\_\_\_\_ Front Yard and Side Street Setback: The minimum front yard and side street setback for all buildings shall be 30 feet from the property line or 60 feet from the centerline of the right-of-way, whichever is greater.
14. \_\_\_\_\_ Side Yard Setback: The minimum side yard for all buildings on interior lots shall be 12 feet.
15. \_\_\_\_\_ Rear Yard Setback: The minimum rear yard for all buildings on interior lots shall be 30 feet.

Accessory Building Setback Requirements

16. \_\_\_\_\_ An accessory building shall be located no closer than 3 feet from the side and rear property lines.
17. \_\_\_\_\_ Accessory buildings shall not be permitted in front or side street set backs required for main buildings.
18. \_\_\_\_\_ Roof drainage shall be required to be retained on site for all accessory buildings.
19. \_\_\_\_\_ Accessory buildings used for the housing or shelter of animals shall be located a minimum distance of 40 feet from any dwelling.

Projections Into Yards Requirements: The following structures may be erected on or projected into any yard.

20. \_\_\_\_\_ Fences and walls in conformance with this code.
21. \_\_\_\_\_ Landscape elements; including trees, shrubs, agricultural crops, and other plants.
22. \_\_\_\_\_ Necessary appurtenances for utility service.

Parking And Access Requirements:

23. \_\_\_\_\_ All streets must be constructed in such a manner that emergency service vehicles can operate properly upon them and to Wallsburg Town standard engineering specifications including required widths and right of way.
24. \_\_\_\_\_ Each residential dwelling is required to provide off-street parking for at least 2 automobiles.
25. \_\_\_\_\_ Proposed easements for new utility services or relocated utility services

Water Requirements:

25. \_\_\_\_\_ Proof via final order from the State Engineer changing the use of applicant's water rights to the municipal use and changing the point of diversion of the water rights to a Wallsburg Town well, in an amount sufficient to satisfy the requirements of the Town. Or tender sufficient funds to purchase those rights should Wallsburg Town have offered to sell water rights to the applicant.
26. \_\_\_\_\_ Location and size of nearest water main and sanitary lines to which the project can drain or be supplied
27. \_\_\_\_\_ Proposed connection to the system, where and how
28. \_\_\_\_\_ Estimated peak culinary water demands, including irrigation
29. \_\_\_\_\_ Proposed fire hydrant locations including verification for water demand and fire flows and access to hydrant(s)

Miscellaneous Requirements:

30. \_\_\_\_\_ Other Specific Information and scientific data and opinions which, in the opinion of the Town Staff, is necessary for the meaningful review of the project.

This application and checklist is a summary of the requirements for a Wallsburg Town building permit. It is up to the applicant to review the Wallsburg Town Development Code as found on the Wallsburg Town website (<https://www.wallsburg.org>)

The recommendation for approval of a preliminary plan and construction plans shall be the subject of a public hearing before the Wallsburg Town Council. The Town Council may approve, approve with conditions, or disapprove the recommendation of the Planning Commission. If the Town Council approves or approves with conditions the recommendation of the Planning Commission, the applicant will be issued an approval letter from Wallsburg Town and the applicant may prepare a final building permit application containing all the requirements found herein and any requirements of the Town Council, Planning Commission, or Staff to the Wasatch County Building Department.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Commission Notes/Conditions Of Approval:

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