ZONING PERMIT APPLICATION

All construction in the City of Mount Pleasant requires authorization from the City Zoning Administrator and/or the Planning & Zoning Commission. Additionally, such work requires a building permit from the Sanpete County Building Department.

City officials will examine the property owner’s development plans and specifications to ensure that they conform to Mt. Pleasant City’s Planning and Zoning ordinances and regulations.

Prior to authorization by City officials the site plan review process must be completed. The site plan review traditionally should take no less than 7 days and no more than 15 days from the date of submission.

Please stake property corners and structure corners based on plans submitted. Once completed, Mt. Pleasant City’s Zoning Official will examine and approve the property dimensions and setbacks. You will need to call Mt. Pleasant City to set an appointment for review.

Mt. Pleasant will notify you when this review is complete.

Applicant must complete and return this application with the following required papers to Mt. Pleasant City Hall:

- A detailed site plan showing the locations and dimensions of principal and accessory structures, including setback requirements. Plan must show North arrow, map scale, date of preparation and current zoning of the parcel.
- A plat map from the Sanpete County Recorders Office showing the parcel including all property, subdivisions, streets, rights-of-way and other pertinent features within 200 feet of the boundary of the parcel.

Fee Schedule:

- Water: $1031 (3/4 Inch) or $1374 (1 Inch)
- Sewer: $400 (City Inspection)
- City Approved Contractor must install sewer. Please check with City to see if your contractor has been approved.
- Power: $1711 (Overhead) or $1589 (Underground)
- Application Fee: $85.00
- Utility Security Deposit: $200.00
- Excavation Permit For Sewer and Water $3000.00
  (Connection fees may vary as connections are assessed.)

Fees must be paid before application will be signed off by Mount Pleasant City.
**Sewer Inspection Information**

**8.02.020.9 INSPECTIONS; REVOCATION**

The inspection of sewer connections between the main sewer and three feet (3') outside of the building line shall be made by or under the direction of the public works superintendent. He shall be notified at least four (4) hours in advance by the plumber that the connection is complete and ready for inspection. The entire length of the sewer connection, including a "Y" at the main sewer shall be fully exposed. No backfilling shall be done until the inspection is made and the work accepted. If any portion of the work is not done in accordance with this section and the instructions of the superintendent or his inspectors, it shall be rectified promptly. In the event that the connections are not complete, or if change makes necessary another inspection, a charge in such amount as established by resolution of the city council shall be made for each additional visit. Work done without notice to inspect or without inspection shall be treated as defective work and shall be condemned, uncovered and re-laid, if necessary, to the grade given by the superintendent and inspected by the proper official upon the proper permits being taken out and paid for. The license of the plumber or sewer contractor performing such defective work shall be revoked; no permit shall be issued to any licensed plumber during the time he shall fail to remedy any defective work and during the time that his license has been revoked. Written notice of the revocation must be sent by the superintendent to the address shown on the license being revoked.

**SEWER CONNECTION FEES:**

As it is the responsibility of the owner to install the sewer lateral from the main to the structure, and to have it inspected by City personnel prior to covering, the connection fee for all sewer connections shall be $400.00 to pay for the cost of inspection. The contractor is to provide to the City a map of the laterals and measurements of the clean out.

**Other Information Residential Zones:**

- Minimum lot size: 10,000 square feet (1/4 acre)
- Front setback is 30 feet
- Back setback is 30 feet
- Side setback corner lot is 20 feet
- Side setback (not on corner) 10 feet

If sewer extension is needed, please get specific information from the Public Works Department.

Please Note: Manufactured (modular) homes may be located on any lot in the City, but must meet all requirements of stick-built home, including permanent foundation.

Updated 12/1/2019
Legal owner of property: __________________________________________________________

Current telephone number: _____________________________

Approximate address of property to be developed: ____________________________________

______________________________

Tax Serial Number: ___________________________

The applicant/property owner acknowledges by their signature on this form that they are responsible to correctly identify the property lines, and that the City is not liable for incorrectly locating lines such as setbacks based on lines located by the applicant. The applicant agrees to comply with all required land use requirements in our City ordinances, including setbacks from property line.

Property Owner Signature: __________________________________________________ Date: __________

______

CITY USE ONLY

Is the said property in a flood zone? Yes _____ No _____

Current Zoning for property: _____________________________

Property line setbacks in feet:

North_____ South_____ East_____ West_______

Do any of the setbacks face any streets (check all those that apply)

North_____ South_____ East_____ West_______

Which setback is the structure facing?

North_____ South_____ East_____ West_______

Treasurer has received the following hookup fees: $3000 Excavation Permit Paid: _________

Water: ____________________     _____     Sewer: ____________________     _____

Irrigation: ____________________     _____     Power: ____________________     _____

Sketch plan has been approved: __________________________

If referred to Planning Commission appointment is scheduled for: ______________________

Property’s assigned address is: _________________________________________________

I ________________________________ have examined the property owner’s plans and found them to meet all the Mount Pleasant City Zoning Requirements.

City Official Signature: __________________________________________________ Date: __________

Updated 12/1/2019
Mount Pleasant City Corporation

Established in 1859
115 West Main Street, Mount Pleasant, Utah 84647

Mount Pleasant City Residence/Commercial Utilities Service

Customer Name:

Date of Birth:          SSN#          DL #          State

Phone#

Service Address:

City:          State:          Zip:

Mailing Address:

City:          State:          Zip:

Please check one of the following:  Own  Rent  New Construction

Landlord’s Name:          Phone #:

Employer:          Employer’s #

Significant Other Information:

Name:

Date of Birth:          SSN#          Phone#

Employer:          Employer’s #

Emergency Contact Information:

Name of person not residing with you:

Address:

City:          State:          Zip:

Phone#

Application Agreement:

I understand that utility service billings are due when rendered and become delinquent thirty days after billing date. Should I become delinquent in payment of any such billing, Mt. Pleasant City shall have the right to demand payment of billing and a guarantee deposit to secure ninety days’ utility service billings or suspend my services. Mt. Pleasant will charge a $20.00 return check fee for each returned check. Further, release is hereby given to Mt. Pleasant City to obtain all such information from employer(s) or references as may be deemed necessary to process this application for service or to collect any unpaid balance. If a person residing with you at this address owes Mt. Pleasant City a past due utility, services will not be provided. I the undersigned, hereby certify that the information given is true and correct.

Signature of Applicant:          Date:

Email Address:          Paperless Billing: Yes  No

City Office Use Only:

Deposit Amount:          Previous Account #::

New Account#:          Connection Date:          Command Center Update:

Date Input in Pelorus:          Connection Date:          Command Center Update:

Updated 12/1/2019
# Application For Electric Service

## Contractor Information
Contractor /Consultant Name: ______________________________________________
Contact: __________________________________________________________________
Phone # ________________________________________________________________

## Customer (Owner) Contact Information
Only Complete if owner and contractor are separate individuals
Name: ___________________________________________________________________
Mailing Address: __________________________________________________________________
City, State, And Zip: __________________________________________________________
Phone #: ________________________________________________________________

## Service Information
New Service Address: _______________________________________________________
Subdivision Name: ________________ Lot# ____________
Service Size: ___________ Amps Service Voltage: ________________
Type: Over Head □ Under Ground □ Single Phase □ Three Phase □
Temporary Power Needed: Yes: _____ No: _____
($30 Per month plus kwh usage)
Meter Type: __________________________ CT’s Yes / No Size: ____________
Test Block: Yes / No Transformer size: ______________________ KVA
Special Conditions and or Request:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

County Inspection Complete: Yes / No
Expected Building Completion (mm/dd/yyyy): ____________________________

Applicant or Representative’s
Signature: ____________________________________________ Date: ________________
Mount Pleasant Power Representative Signature: __________________________________

Updated 12/1/2019
# Application For Water & Sewer

## Contractor Information

| Contractor: | ______________________________________________ |
| Contact: | ____________________________________________________________________ |
| Phone #: | ____________________________ |

## Customer (Owner) Contact Information

Only Complete if owner and contractor are separate individuals

| Name: | ____________________________________________________________________ |
| Mailing Address: | ____________________________________________________________________ |
| City, State, And Zip: | ____________________________________________________________________ |
| Phone #: | ____________________________ |

## Service Information

| New Service Address: | ____________________________________________________________________ |

| Water Connection Size: | ____________________________________________________________________ |
| Sewer Connection Size: | ____________________________________________________________________ |

### Additional Information:

**Water and Sewer Connections:**
As it is the responsibility of the owner to have the culinary water and sewer lateral installed by a City approved contractor from the main line to the building, it is also the responsibility of the owner to extend the main lines if services are not available in the road right of way. The City personnel must inspect all lines prior to covering. Additionally, the contractor is to provide to the city a map of all laterals and the measurements to the meter box and sewer clean out. Contractors will schedule with Public Works Superintendent one week prior to installation of services.

**Water Connection Fees**
This amount is for the city to set up utility account, inspection plus material and labor

City will provide:

<table>
<thead>
<tr>
<th>Meter</th>
<th>Setter</th>
<th>Barrel</th>
<th>Lid</th>
<th>Saddle</th>
<th>Corp stop</th>
<th>Poly (from main to meter)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>City will tap water main</em></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Applicant or Representative’s

| Signature: | ___________________________________________ |
| Date: | ____________________________ |

Mt. Pleasant Public Works Representative Signature: ___________________________________________

Updated 12/1/2019
Application for Excavation

JOB LOCATION ADDRESS: ______________________________________________________

DESCRIPTION OF WORK TO BE PERFORMED: ______________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

WATER CONNECTION: YES_____NO______LONG SIDE_____SHORT SIDE______

SEWER CONNECTION: YES_____NO______LONG SIDE_____SHORT SIDE______

POWER CONNECTION: YES_____NO______LONG SIDE_____SHORT SIDE______

IRRIGATION CONNECTION: YES_____NO______LONG SIDE_____SHORT SIDE______

DRIVEWAY OR APPROACH: YES_____NO______

RIGHT-OF-WAY DRAINAGE APPROVED: YES_____NO______DATE: ____________________

COMMENTS: _________________________________________________________________

RIGHT-OF-WAY CLEANUP COMPLETE: YES_____NO______DATE: _____________________

COMMENTS: _________________________________________________________________

ATTACH MAP OR DIAGRAM IF NEEDED TO FURTHER EXPLAIN

Application must be submitted with the zoning permit prior to approval of application. The application must be accompanied by a deposit of $3,000.00, of which 50% will be refunded upon completion date with the remaining 50% refunded after one year from completion date. All work must be inspected and approved by the Public Works Department. Contractor must follow current APWA regulations. By signing below the Contractor/Property Owner has read and agreed to accompanied ordinances.

____________________________________________________________________

Company Name & Address of Excavator

____________________________________________________________________

Contractor Signature

Contractor Printed Name

____________________________________________________________________

Property Owner Signature

Property Owner Printed Name

Approval by Mt. Pleasant City

____________________________________________________________________

Public Works Department Signature

Date

<table>
<thead>
<tr>
<th>EXCAVATION PERMIT REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Inspection:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Receipt #:</td>
</tr>
<tr>
<td>Final Inspection:</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Receipt #:</td>
</tr>
<tr>
<td>Notes:</td>
</tr>
</tbody>
</table>

Updated 12/1/2019
MT.PLEASANT CITY

**CITY USE ONLY**

Date permit was submitted to City Hall:_____________________________________________

Permit taken by:________________________________________________________________

<table>
<thead>
<tr>
<th>Department Approvals</th>
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</thead>
<tbody>
<tr>
<td><strong>Water:</strong></td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td><strong>Sewer:</strong></td>
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<tr>
<td>Signature:</td>
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<tr>
<td><strong>Irrigation:</strong></td>
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<tr>
<td>Signature:</td>
</tr>
<tr>
<td><strong>Fire Department:</strong></td>
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<tr>
<td>Signature:</td>
</tr>
<tr>
<td><strong>Power:</strong></td>
</tr>
<tr>
<td>Signature:</td>
</tr>
</tbody>
</table>

**Zoning Officer 1st Inspection:** Setbacks have been inspected and measurements match the dimensions of the property and they meet Mt. Pleasant City’s zoning requirements:

Signature:

**Zoning Officer 2nd Inspection:** Officer has inspected setbacks and placement of the concrete forms and found them to have maintained the required setbacks by Mt. Pleasant City.

Signature:

Updated 12/1/2019
CHECKLIST

1. Complete Mt. Pleasant City Building Permit Application:
   a. Get a plat map from Sanpete County Recorder showing property
   b. Stake out property and fill in line setbacks on form
   c. Find out from Mt. Pleasant City if you are in the flood zone
   d. Fill out Utility Application for billing purposes
   e. Fill out Application for Electric Service
   f. Fill out Application for Water & Sewer
   g. Fill out Excavation Permit Application
   h. Contractor and Property Owner Sign Contract
   i. Return Completed Application to Mt. Pleasant City

2. Make sure property is staked out allowing Mt. Pleasant City to inspect

3. Mt. Pleasant City will contact you once the application has been approved, you may then pick up a copy of the signed application and apply for your building permit through the Sanpete County Building Inspectors Office (160 N Main Street Ste 201, Manti, Utah 84642)

4. Pay all fees at time of pickup

5. Call Mt. Pleasant City for your 2nd inspection before you pour any cement.

6. After you pass your final inspection with Sanpete County, they will then send a Certificate of Occupancy to the City, the City will inspect for proper drainage and for refund of 50% of excavations fee. The City will sign off the Certificate allowing you to move in.