



TOWN OF WOODRUFF
◆ **EST. 1870** ◆

195 S. Main – P.O. Box 154, Woodruff, UT 84086 435-793-4201 woodruff@allwest.net

Project Checklist: Zoning Clearance For Building Permit

A complete application packet must be filed with the Woodruff Town Clerk at least seven (7) days prior to the Planning Commission meeting date that your application has been assigned for consideration.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Please include the following information with the completed application forms attached:

☐ Three (3) duplicate copies of the following:

- a) Completed Town of Woodruff Zoning Clearance for Building Permit Application
- b) Completed Town of Woodruff Water Hookup Application (If Water Hookup Is Needed)
- c) 8 ½ " x 11" plot plan showing lot dimensions and area, and the location, uses, dimensions, and setbacks of all existing and proposed buildings. Including the same information for property from which a new lot is being created, where appropriate. See example site plan illustration on next page.
- d) A list of landowners and their addresses for all property within 100 feet of the property in question.

☐ Two (2) duplicate copies of the following:

- a) A legal description and current ownership plat of the property.

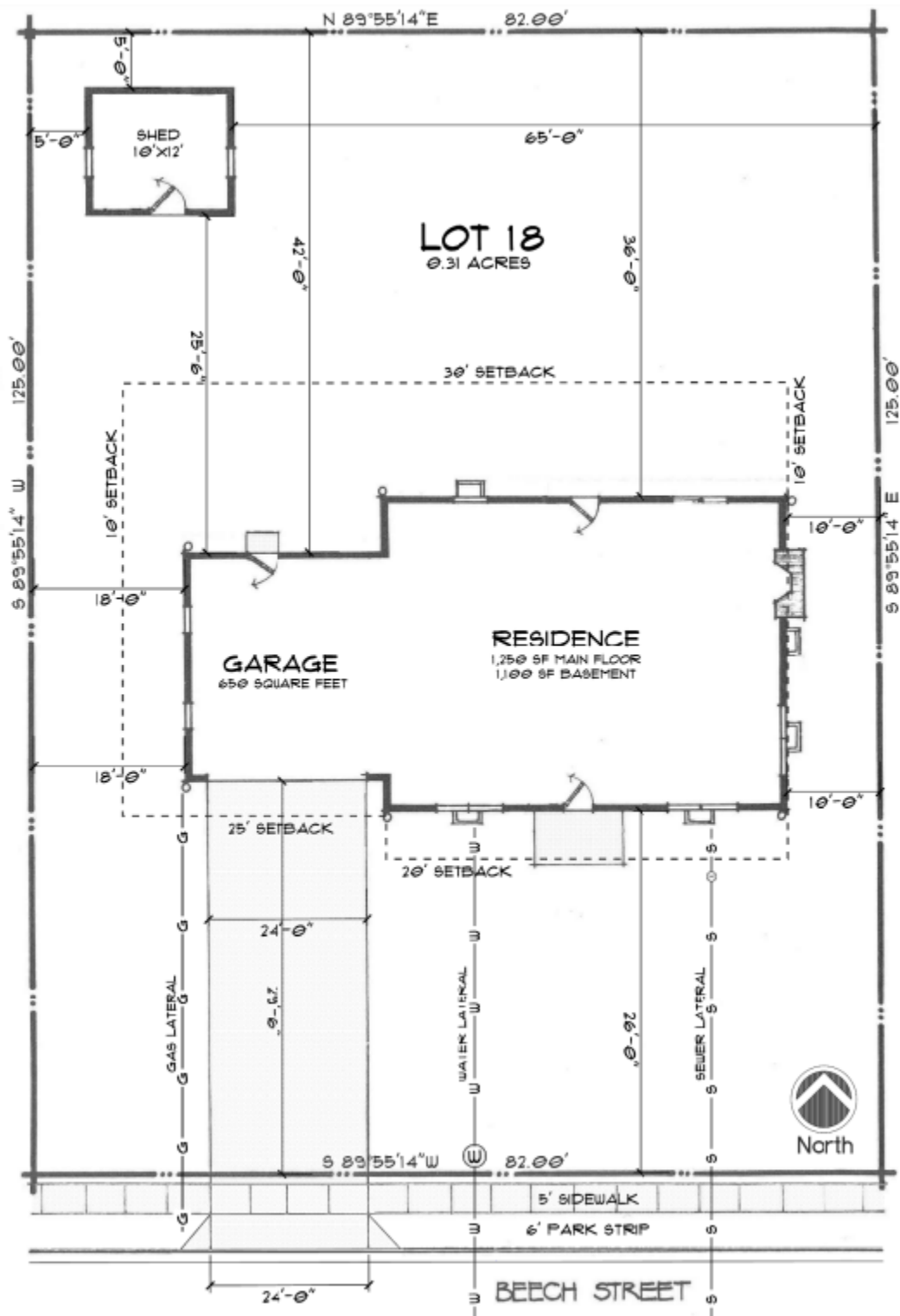
Note: This May Be Obtained From the [Rich County Recorder & Surveyor's Office](#)

In addition, please include:

☐ A filing fee of \$10.00 payable to the Town of Woodruff

Note: Once the zoning clearance has been approved by the Town, applicants may then apply to the [Rich County Building Department](#) for applicable building permits.

Example Site/Plot Plan: (**Note:** This drawing is intended to be used as an example only and may not be submitted by an applicant as their proposed site/plot plan.)





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Zoning Clearance Application For Building Permit

Applicants are required to obtain a zoning clearance from the Town of Woodruff prior to the Rich County Building Department issuing a building permit. This application for zoning clearance must be accompanied by the necessary and appropriate materials as stated on the attached project checklist before it will be accepted for processing by the Town. Applications for zoning clearance will be reviewed at the next available Planning Commission meeting after the application has been deemed complete by Town Staff.

Date: _____

Applicant/Contractor Information

Is Applicant the: _____ Property Owner _____ Contractor _____ Other: _____ (Describe)

Applicant:

Name:	
Address:	
Phone:	
E-Mail:	

Contractor:

Name:		License Type/#:	
Address:			
Main Contact:			
Phone:			
E-Mail:			

Project Information

Property Address:			
Parcel ID:		Zone District:	
Subdivision:		Phase/Lot:	
Project Size:		Valuation:	\$

Project Type (Circle): New Existing Addition Alteration Relocation Removal

Water Hookup? (Circle): Yes No (Note: If YES, please fill out attached water hookup application.)

Described the proposed project:

Zoning Clearance Certification

I, the owner, owner's agent or contractor, understand that it is my responsibility to correctly locate the property corners and set the structure accurately on said lot or parcel. The structure and its placement on said lot or parcel will meet and comply with all setbacks, public and private easements, and recorded rights-of-way. The Town, Rich County's Building Department and assigned building inspectors are not required to locate or verify the required setback measurements. If I am unsure of the exact location, I will consult with a professional land surveyor, licensed and qualified to perform work within the State of Utah.

I agree to abide by all of the Town's adopted design and construction standards. Copies of which may be obtained from the Town.

I certify that I am authorized to submit this zoning clearance application for the property listed above. The aforementioned statements, answers, and information contained in this application and supporting materials are true and correct to the best of my knowledge.

Signature Of Applicant

Date

For Town Use Only
Accepted by the Town of Woodruff

Date: _____

Mayor

Town Clerk



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Water Hookup Application

Date: _____

Applicant Information

Name:	
Billing Address:	
Phone:	
E-Mail:	

Project Information

Property Address:			
Legal Description (If No Address Has Been Assigned):			
Is Property Within Town Limits:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Purpose Of Connection:	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Other (Specify): _____		
Size Of Household To Be Served:			
Number Of Buildings To Be Served:		Total Number Of Rooms In All Buildings:	

Will your water connection require an easement through a property that you do not own? ☐ Yes ☐ No
(Note: If YES, a copy of easement/agreement is needed prior to connection approval by the Town.)

Contractor Information:

Name:		License Type/#:	
Address:			
Main Contact:			
Phone:			
E-Mail:			

Size of Water Meter To Be Installed: _____

Terms Of Service

- This agreement shall be governed by the Woodruff Town Water Ordinance (Woodruff Town Code Chapter 13) which may be amended from time to time by ordinance of the Town Council.
- In consideration of the water hookup to be supplied by the Town to the applicant at the above address, the applicant shall deposit with the Town the sum of \$100.00.
- In further consideration of the water hookup to be supplied by the Town to the applicant at the above address, the applicant promises to pay the Town the sum of one thousand dollars (\$1,000.00) plus cost of installation of said water hookup. Said hookup shall supply water to the applicant at applicant's property line nearest to water main. Said payment is to be made before installation of water hookup.
- In the event the applicant defaults in the performance of this agreement, the Town shall retain the deposit stated above as liquidated damages.
- This agreement shall not be assigned by the applicant.
- The applicant acknowledges the Town's performance of this agreement is subject to the availability of culinary water.

Agreement

I hereby represent that I am the owner of the above-mentioned property and wish to apply for connection to the Town's Water System. I agree to abide by all pertinent ordinances and regulations of the Town. I agree to pay, when due, the established charges for such services whether supplied to myself, tenant or other occupant. I agree that the Town may shut off the water for failure to pay for the charges when due, and that if a turn off is made, all arrears for service, including turn off and turn on charges, shall be paid in full before service is restored. In the event action is required to enforce this agreement, I agree to pay all costs including late fees, collection costs, and reasonable attorney's fees.

Signature of Applicant

Date

For Town Use Only
Accepted by the Town of Woodruff

Date: _____

Mayor

Town Clerk