

Which Application Do I Need?

Building Location/Land Use Permit Application
 Site Disturbance Permit Application
 Right of Way Encroachment Permit Application

Building Location/Land Use Permit: Any land use that a structure is desired to be erected, constructed, reconstructed, set, placed, installed, enlarged, extended, moved or converted. (Exceptions: Fences under 6 feet in height; a storage shed or non-habitable structure that is less than 200 square feet area.) Refer to Athol City Code Section 7-1-2.

----- **Application and Plot Plan is required prior to the start of construction.**

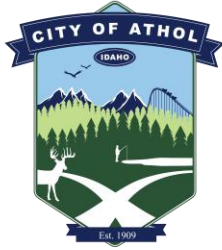
Site Disturbance Permit: Construction of new driveways, parking lots, private or public roads, or infrastructure authorized through the subdivision or special use permit process; Excavation for the construction of structures, where such structure has not been issued a building location permit, if one is required for such structure; all other excavation and grading activity. (Exceptions: Cemetery graves; Installation or repair of utility lines including, but not limited to water and sanitary sewer lines, electrical lines and natural gas lines; Installation or repair of septic tanks and drain fields when properly permitted by Panhandle Health District; Road, driveway or parking lot maintenance where work is limited to the existing road surface; In any 12-month period, excavation or placement of fill less than 50 cubic yards in volume; Excavation for the construction of a structure for which a valid building location permit has been issued; Any activities undertaken or performed by a governmental entity.) Refer to Athol City Code Section 7-1-3. ----- **Application and Plot Plan is required prior to the start of construction.**

Per Resolution 2022-02, the fees for Site Disturbance, Building Location/Land Use permits are \$100.00 for Residential; and \$250.00 for Commercial, Industrial and other non-residential uses.

Right of Way Encroachment Permit: Construction or excavation within a public right-of-way. Encroachments that are expressly permitted in conjunction with a site disturbance or building location permit and clearly delineated on the site plan as work within the public right of way are not required to obtain a permit. Refer to Athol City Code Section 6-5-1.

----- **Application and Plot Plan is required prior to the start of construction.**

Per Resolution 2022-02, the fee for all such ROW permits is \$50.

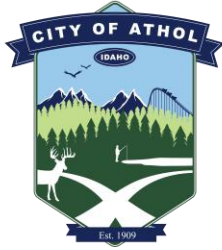


Athol City Code:

7-1-2

BUILDING LOCATION / LAND USE PERMITS / PLOT PLAN

- A. **Permit Required:** Except as otherwise provided in this title, no land use shall be established nor shall any structure be erected, constructed, reconstructed, set, placed, installed, enlarged, extended, moved or converted without first procuring a building location permit prior to the start of construction. The city may charge a fee for such permits in accordance with the city's adopted fee resolution.
- B. **Exceptions to Permit Requirements:**
1. Fences not greater than 6 feet in height and complying with the dimensional requirements of this code.
 2. An accessory, non-habitable structure used for storage or for keeping of animals with not more than 200 square feet of floor area. The exception to the permit requirement does not except such structures from meeting the setback requirements of the applicable zone.
- C. **Application and Plot Plan:** All applicants for building location permits are required to submit a completed application, on a form provided by the city. In addition, a plot plan, drawn to scale, shall be submitted showing the following items:
1. Lot lines;
 2. Easements on the property, if known;
 3. Septic tanks and drainfields;
 4. Water and electrical lines;
 5. All existing and planned structures on the property;
 6. Distances to property lines and between structures or other improvements;
- D. **Review for Code Compliance:** Prior to issuance of the permit, the administrator shall review the application and plot plan to ensure the proposed structure complies with setbacks, use restrictions, and other requirements of this code. Permits found not to comply with the code shall not be issued.
- E. **Inspection Required:** At any time prior to construction, during construction, or after construction is complete, the administrator may conduct inspections as necessary to verify the construction is in compliance with the permit and city code. If the work is

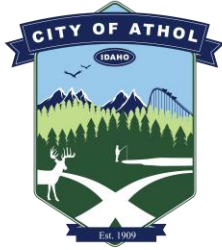


found not to be in compliance, the administrator may “stop work” on the site, in accordance with the enforcement procedures of section 8-2-2.

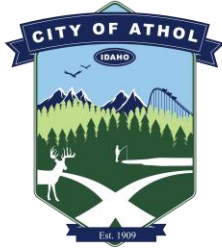
- F. Permit Expiration or Abandonment: Building location permits shall expire if the work authorized by such permit is not commenced within six (6) months from the date of issuance of the permit, or if the work authorized by the permit is not completed within one year from the date of issuance of the permit. Before such work can re-start on any partially completed structure where the permit is expired, a new permit must be obtained, including payment of new permit fees.
- G. Permit extension: Prior to expiration of the permit, a permittee may request one extension of the permit by filing an extension request with the administrator demonstrating good cause for the request. The administrator may extend the permit for one year. No permit shall be extended more than once.

7-1-3 SITE DISTURBANCE PERMITS

- A. Permit Required: Except as otherwise provided in subsection B of this section, a site disturbance permit shall be required prior to the start of construction for the following activities:
1. Construction of new driveways, parking lots, private or public roads, or infrastructure authorized through the subdivision or special use permit process;
 2. Excavation for the construction of structures, where such structure has not been issued a building location permit, if one is required for such structure;
 3. All other excavation and grading activity.
- B. Exceptions to Permit Requirements:
1. Cemetery graves.
 2. Installation or repair of utility lines including, but not limited to water and sanitary sewer lines, electrical lines and natural gas lines.
 3. Installation or repair of septic tanks and drainfields when properly permitted by Panhandle Health District.
 4. Road, driveway or parking lot maintenance where work is limited to the existing road surface.
 5. In any 12-month period, excavation or placement of fill less than 50 cubic yards in volume.



6. Excavation for the construction of a structure for which a valid building location permit has been issued.
 7. Any activities undertaken or performed by a governmental entity.
- C. Application and Plot Plan: All applicants for site disturbance permits are required to submit a completed application, on a form provided by the city. In addition, a plot plan, drawn to scale, shall be submitted showing the following items:
1. Lot lines;
 2. Easements on the property, if known;
 3. Septic tanks and drainfields;
 4. Water and electrical lines;
 5. All existing and planned structures on the property;
 6. Location and extent of the site disturbing activity;
 7. Distances to property lines and between structures or other improvements.
- D. Review for Code Compliance: Prior to issuance of the permit, the administrator shall review the application and plot plan to ensure the proposed work the requirements of this code. Permits found not to comply with the code shall not be issued.
- E. Inspection Required: At any time prior to construction, during construction, or after construction is complete, the administrator may conduct inspections as necessary to verify the construction is in compliance with the permit and city code. If the work is found not to be in compliance, the administrator may “stop work” on the site, in accordance with the enforcement procedures of section 8-2-2.
- F. Permit Expiration or Abandonment: Site Disturbance permits shall expire if the work authorized by such permit is not commenced within six (6) months from the date of issuance of the permit, or if the work authorized by the permit is not completed within one year from the date of issuance of the permit. Before such work can re-start on any partially completed project where the permit has expired, a new permit must be obtained, including payment of new permit fees.
- G. Permit extension: Prior to expiration of the permit, a permittee may request one extension of the permit by filing an extension request with the administrator



demonstrating good cause for the request. The administrator may extend the permit for one year. No permit shall be extended more than once.

6-6-1: EXCAVATION / ENCROACHMENT PERMITS

In order to maintain or improve water and sewer systems and other underground utilities, it is sometimes necessary to excavate within the public rights of way for streets and alleys of the city.

A. Except as exempted herein, any person excavating within a public right of way shall notify the city clerk prior to performing such work, pay the necessary fees and obtain a right of way encroachment permit. In the event of any emergency, the responsible party may respond and shall notify the city clerk within twenty four (24) hours. Encroachments that are expressly permitted in conjunction with a site disturbance or building location permit and clearly delineated on the site plan as work within the public right of way are not required to obtain a permit under this section. Regardless of the type of permit covering the work, compliance with all other requirements of this section shall be required.

B. Notification to the clerk shall include the date, street address, number of square feet involved in the excavation and a diagram showing the nature of the work. The city clerk shall keep accurate records containing the foregoing information.

C. The right of way, street or alley shall be restored to a condition as good or better than the condition prior to excavation or cutting of the surface by the person causing the excavation. All work shall be done in a good and workmanlike manner within ninety (90) days of the date the surface was disturbed.

D. The City may deny encroachment permits where, due to weather conditions, the site cannot be restored within the ninety (90) day period. The City may also deny such permits, if the encroachment will result in an unsafe condition, endangers other improvements, or is otherwise not in the public interest. Denial of a permit may be appealed in accordance with Section 1-1-5.

See the Most Current City Fee Resolution Schedule for Rates