

**Village of Cortland  
100 S. Sherman Avenue  
Cortland Nebraska 68331**

**APPLICATION FOR BUILDING PERMIT**

**This application goes before the Village Board for approval. The Village Board meets the second Wednesday of each month.**

**BUILDING PERMITS MUST BE SUBMITTED TO THE VILLAGE OFFICE BY THE MONDAY PRIOR TO THE MONTHLY MEETING TO BE PUT ON AGENDA**

Date: \_\_\_\_\_ Permit # \_\_\_\_\_

**APPLICATION/PROPERTY INFORMATION: (Please print)**

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address of property for permit: \_\_\_\_\_

Legal Description: Lot; Block; Subdivision; \_\_\_\_\_

Zoning District of Property: \_\_\_\_\_

If applicable, list Special Use Permit Number for Special Use: \_\_\_\_\_

**PROJECT DESCRIPTION:**

Description of Building, Structure or Addition: \_\_\_\_\_

Intended Use: \_\_\_\_\_

Construction Type: (metal, wood, concrete, etc.) \_\_\_\_\_

Size (Square Feet) \_\_\_\_\_ Height: \_\_\_\_\_ No. of Stories: \_\_\_\_\_

Person/Contractor performing work: \_\_\_\_\_ Phone: \_\_\_\_\_

**Utilities Hookups required:                  WATER : YES NO                  SEWER: YES NO**

**\*New Water Tap Charge - \$1,250                  \*New Sewer Tap Charge - \$750**

**ATTACH A SITE PLAN TO BE MADE AS PART OF THIS APPLICATION:** The site plan shall include all existing and proposed improvements, dimensions, and setbacks to ALL property lines. The site plan shall contain all necessary details (including heights and designated parking areas) to evaluate the application so as to determine compliance and use conformity for Zoning District.

**Certification:**

I hereby certify that the above statements are correct and that, if a Building permit is issued, all work will be done in accordance with the ordinances of the Village of Cortland, Nebraska. Construction must be started within 90 days and completed within 2 years. By this signature, the Zoning Administrator or other Village official is authorized to enter upon property described for purpose of inspection.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MUST BE SIGNED BY PROPERTY OWNER**

**Approval of Zoning Administration:**

Permit Number: \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Zoned As: \_\_\_\_\_

Accepted: \_\_\_\_\_ Denied: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Village Clerk/Treasurer: \_\_\_\_\_

## **SITE PLAN**

**Please indicate below: proposed and present structures, dimensions of same, distance from lot borders and building lines, and dimensions of yard. If any existing structures are to be removed, so indicate. Show streets and alleys next to plot.**