

**MAYFIELD TOWN ZONING PERMIT**

This zoning permit notifies county officials that the property owner listed below wants to build on the property listed below. Town officials have examined the property owner's plans and specifications to see that they conform to Mayfield's zoning laws and by laws. This signed permit also gives notice to county officials, that they may issue a building permit when the applicant has met all county requirements.

Applicant, please complete items 1 through 5.

1. Name of person who wants to build: \_\_\_\_\_  
Current address: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Current telephone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
Email address \_\_\_\_\_
2. Serial number of property you want to build on: \_\_\_\_\_
3. Address of property you want to build: (or approximate address, if address has not yet been assigned.)
4. Who is the legal owner of the property you want to build on: \_\_\_\_\_  
\_\_\_\_\_
5. Type of structure of building you want to build :(new or remodel) \_\_\_\_\_

**Note: Items 6 through 11 are to be completed by an authorized town official who can officially authorize the above building to be built on the property as listed above.**

6. Building property line set backs: (Applicant must furnish a plot plan showing all buildings on the property and setbacks).

North setback: \_\_\_\_\_ South setback: \_\_\_\_\_

East setback: \_\_\_\_\_ West setback: \_\_\_\_\_

Which setback is the front of the building? \_\_\_\_\_

Which setbacks face any streets? \_\_\_\_\_

Do any of the setbacks above require a variance?

If so, state which setbacks: \_\_\_\_\_

Is this property a corner lot? \_\_\_\_\_

Is your property in a flood zone? \_\_\_\_\_

7. **Pre-zoning permit site visit – Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**(This permit expires one year after the pre-zoning permit site visit.)**

8. The property owner has paid for the required services.

Water Connection Fee \_\_\_\_\_ Impact Fees \_\_\_\_\_ Zoning Permit Fee \_\_\_\_\_

9. I (Town Official's Name) \_\_\_\_\_ have examined the property owner's plans and specifications and found them to meet all of Mayfield's zoning requirements. I have completed items 6 through 8 and notified all departments concerned about the structure or building to be built.

10. **Site visit after obtaining building permit – Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

11. This property is qualified to have domestic animals. Yes: \_\_\_\_\_ No \_\_\_\_\_  
The total number of animals or fowl kept on any lot shall not exceed five (5) animal units (See Section 18.08.020 for the complete definition; briefly, an animal unit equals one horse, one cow, four sheep, four goats, twenty chickens, thirty rabbits.) 29,000 square feet shall be required for the first animal unit and a minimum of 20,000 square feet shall be required for each additional animal unit.

12. Town Official's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

13. Property Owner's Signature

\_\_\_\_\_ Date: \_\_\_\_\_

14. **Post Construction –Pre-Occupancy visit – Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

Dear Citizens of Mayfield,

The following is an outline of the steps to obtain a zoning permit. We hope you will keep it for future reference.

- Step #1        Prepare a map of your building site, including the dimensions of the lot, the placement and size of all buildings already on the lot and the placement and size of the new construction, remodeling or fence you want to build. This plot plan does not have to be prepared by an engineer, it just needs to be accurate and drawn to scale, - \*NOTE the town will need a copy of this plot plan.
  
- Step #2        Prepare a plan of the new construction, remodeling or fence you want to build. The plan must show dimension; including, length, width and height. \*NOTE – The town will need a copy of this building plan.
  
- Step #3        Obtain a blank zoning permit from the Mayfield Town Recorder (Catherine Bartholomew) at the Mayfield Town Hall or on our website at [www.mayfieldtown.org](http://www.mayfieldtown.org) . At this time, you will need to pay the appropriate fees.
  
- Step #4        Have your plot plan and building plan approved by Mayfield Town Zoning Commissioner (Grant Hansen, at 188 East 200 South).
  
- Step #4A       If your plan does not meet the requirements of the zoning ordinance, you have two alternatives, you can change your plans to meet the zoning requirements (an additional fee will not be charged). Or, you may ask for a variance from the Board of Adjustments. \*NOTE – According to state law variances have to be legal, practical and constitutional. A variance may only be given to solve unreasonable hardship that arises out of the land. A variance is not given because of a self-imposed hardship or because of an economic hardship. Variances are not automatically granted. They are the exception rather than the rule.
  
- Step#5        After you have a signed zoning permit, you can then obtain a building permit from the Sanpete County Building Inspector 160 North Main in Manti.

This is a summary of part of the Mayfield Town Development Code. It is not the complete ordinance. The complete ordinance can be found on line at [www.mayfieldtown.org](http://www.mayfieldtown.org) , Title 18 Development Code. Our Zoning is as follows:

1. One family dwelling: Conventional construction or a manufactured home is permissible.
2. Minimum land area for animals other than dogs and cats is 29,000 square feet.
3. Dwelling must be set back at least 25 feet from the property line adjacent to the street.
4. Minimum lot size is 20,000 square feet.
5. The minimum frontage nearest to a town street is 100 feet.
6. Side setback: The dwelling must be setback at least 8 feet from the side property lines. The total combined distance of the two side setbacks must be at least 20 feet.
7. The maximum height of a dwelling is 30 feet.
8. The minimum height of a dwelling is 8 feet.
9. The ground floor must contain at least 850 square feet.
10. The minimum width is 24 feet.
11. The minimum length is 24 feet.
12. The dwelling must be constructed or placed on a permanent foundation.

Please stop by the Mayfield Town Hall to pay for your impact fees, water connection fees and water hookup fees.

Grant Hansen  
Mayfield Town Zoning Commissioner