

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 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, 126 East Canyon Road). At this time, you will need to pay the appropriate fee: \$10 for construction of fences and remodeling and new construction of less than 400 square feet or \$25 for remodeling and new construction of 400 square feet or more.
- Step #4 Have your plot plan and building plan approved by the Mayfield Town Zoning Commissioner (Grant Hansen, 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 at 36 West 200 North in Manti.