

**TOWN OF WESTVILLE**  
**ACCESSORY STRUCTURE APPLICATION**

*For decks, sheds, pools (both in ground and above ground), fences, carports, open front porches, room additions, screened in sunrooms and detached garages.*

**\*\*Note to Homeowner: When applying for a permit to place a fence in a drainage easement, the following must be acknowledged:**

- **The homeowner is responsible for any repairs to damaged storm structures related to fence placement.**
- **Flow lines shall be maintained &not balanced by fences) in all side and rear yards.**
- **The homeowner is responsible for all costs associated with removal and replacing fences when notified in writing of the Town's intent to repair, maintain, or construct facilities within the easement.**

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

Homeowner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Person to be performing work: \_\_\_\_\_

**If this is a contractor they must be licensed in the Town to perform work in the Town**

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

What are you proposing to construct? \_\_\_\_\_

Size of proposed structure: \_\_\_\_\_ Height: \_\_\_\_\_

Front Set Back: \_\_\_\_\_ Rear Setback: \_\_\_\_\_

**Setbacks are distances from property lines**

Side Set Backs: \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

*In order to be issued a permit please submit a plat of survey of the property indicating on the plat the proposed structure and all other existing structures. If the plat of survey cannot be located, a scaled drawing on graph paper must be submitted. Please have measurements from all property lines as to where proposed structure will be located. If in reviewing your application the proposal does not meet the guidelines from Developmental Standards, you can apply for a variance and seek approval from the Board of Zoning Appeals.*

*If you have a corner lot, structures cannot protrude into front yards.*

*If you have a double-frontage lot, certain restrictions apply.*

*If you have a nonconforming structure on your property and you are proposing to take it down and replace it, you would have to conform to the existing ordinance. You can repair this structure, but you cannot replace it without conforming.*

*By executing the Application for Accessory Structure and submitting such to the Town of Westville, I represent that I own the property referenced on this Application and that all information contained is true and accurate. Should any information change, I will immediately contact the Town of Westville. I understand that any contractor working in the Town of Westville must be licensed and that failure of the Contractor to obtain a valid license is grounds for immediate work-stoppage.*

\_\_\_\_\_  
*Signature* *Printed Name*

**We will call you when the permit is ready for pick-up. Please allow 5-10 business days for processing. Thank you, Town of Westville, Building Department.**

**---Do Not Write Below This Line, Office Use Only---**

Check off list:

- 1. Completed Application \_\_\_\_\_  
If the accessory structure is for a Mobile Home Park, we must have approval from the Park Office.
- 2. Plat of Survey \_\_\_\_\_
- 3. Subcontractor's List \_\_\_\_\_
- 4. Received by and date: \_\_\_\_\_