BUILDING PERMIT GUIDELINES
Accessory Structures

1. Complete set of construction plans, drawn to scale, including:
   
   A. Site plan
      i. Setbacks from property lines in feet (front, side and rear yards)
      ii. Driveway approach (width-see attached)
      iii. Easement(s)
      iv. Lot Dimensions
   
   B. Construction Details
      i. Footing/Foundation (reinforcement, anchors, materials)
      ii. Wall framing detail
      iii. Braced wall panel locations
      iv. Roof-ceiling (framing, sheathing, vents, shingles, etc.)
   
   C. Window and Door Schedule
      i. Doors (swing, size, type-hollow, fire solid, etc.)
      ii. Windows (size, area, safety glass, etc.)
   
   D. Elevations (Front, Rear, Left, Right)

2. Call Digger's Hotline at 1-800-331-5666 to locate utilities/services.
34-311. Accessory uses and structures.

(1) In General. Within the schedule of district regulations certain buildings and structures may be erected and land may be used for purposes which are clearly incidental to, and customarily and commonly associated with the main permitted use of the premises. Such accessory buildings and uses shall be so constructed, maintained and conducted as to not produce noise, vibration, concussion, dust, dirt, fly ash, odor, noxious gases, heat, glare, Hastings City Code magnetic or other type of radiation, electrical interference or any other deleterious effect which is injurious, damaging, unhealthful or disturbing to adjacent property, the users thereof, or the users of the subject property. Such uses shall be on the premises of the main use.

(2) Accessory Uses of Principal Buildings. Any accessory use may be conducted in the principal building, provided it is constructed as an integral part of the main building and meets all regulations affecting the main building; except,

(a) No more than one (1) garage or carport space shall be permitted for each two thousand (2000) square feet of lot coverage. For the purposes of this section, a garage or carport space shall be considered to have an area not exceeding two hundred eighty-eight (288) square feet. All portions of the main building, including those used for accessory uses shall be subject to the standards and lot coverage requirements for the district.

(3) Accessory Uses of Accessory Structures - Residential.

(a) Residential zoned and developed property shall be permitted detached accessory buildings, limited to the following:

(i) Garage.

(ii) Tool shed.

(iii) Hobby shop.

(iv) Greenhouse.

(v) Children's playhouse or similar structures.

(b) Detached accessory buildings shall be permitted according to the planning and design standards in Table 311-1.
<table>
<thead>
<tr>
<th>Size</th>
<th>Quantity</th>
<th>Setbacks</th>
<th>Design Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>144 s.f. or less</td>
<td>No limits but no more than 10% of lot area</td>
<td>10' from principal structure; 10' from other structures (lots more than 50' width); 6' from other structures (lots 50' width or less); 3' from side or rear property line; Behind the constructed front building line or principal building</td>
<td>None</td>
</tr>
<tr>
<td>145 s.f. to 864 s.f.</td>
<td>1 per lot; except that a second detached structure may be constructed provided that the aggregate area of the two accessory structures does not exceed the lesser of 864 sq. ft., or the footprint area of the principal structure. On lots greater than 10,000 sq. ft. in area, one structure with an area not exceeding 864 sq. ft. is permitted for each 10,000 sq. ft. of lot area. Such structures shall count against the limit for structures greater than 864 sq. ft. permitted in this table. No garage shall exceed the size of the principal structure on the lot on which it is located.</td>
<td>10' from principal structure; 10' from other structures (lots more than 50' width); 6' from other structures (lots 50' width or less); 3' from side or rear property line; 1' if abuts an alley Same permitted front setback line as principal buildings</td>
<td>The exterior design and appearance shall be architecturally harmonious with the principal structure, matching the materials, design, style and color of the principal structure.</td>
</tr>
<tr>
<td>More than 864 s.f.</td>
<td>Maximum area of 10% of lot area. Limit of 1 per 10,000 sq ft of lot area. Not permitted on lots with area less than 10,000 sq ft. Shall not exceed the size of the principal structure on the lot on which it is constructed, except that the Agricultural District shall be exempt from this requirement.</td>
<td>10' from principal structure; 10' from other structures; 5' from side or rear lot lines; On corner lots, the accessory structure shall not be located closer to the front lot line than the principal structure. The street-side side-yard shall be the same as required for principal structure in the zoning district in which the property is located.</td>
<td>The exterior design and appearance shall be architecturally harmonious with the principal structure, matching the materials, design, style and color of the principal structure, except that the Agricultural District, and any agriculturally used land in the 2-mile extraterritorial zoning jurisdiction, shall be exempt from this requirement.</td>
</tr>
</tbody>
</table>

*Accessory building footprints contribute to the overall lot coverage limits applicable in the zoning district, and the quantity and sizes may be limited beyond the above limitations by the overall lot coverage requirements on individual lots. Accessory buildings on corner lots shall meet the applicable street-side side-yard setback that applies to the principal structure in the district in which it is located.

(4) Specified Accessory Uses. The following are hereby found to be accessory uses so long as they do not conflict with the general requirements for accessory uses, as set forth in subparagraph (1) above:

(a) In all Districts except CMP, C-O, C-1, C-2, C-3, I-1 and I-2: caregiver quarters.

(b) In all Districts: temporary real estate sales office, located on the property being sold, and limited to the period of sale.

(c) As to multiple family dwellings: recreation areas, including tenant use swimming pools and minor recreation buildings, tenant trash collection centers, power generators, vending machines for tenant use and other similar uses.

(d) District R-3 and I-2: food service and vending machines for tenants only, private garages for motor vehicles, apartment for maintenance personnel, low level exterior lighting,
radio, television or microwave antennae not exceeding sixty (60) feet in height, flag poles, cooling towers and other similar uses.

(e) Districts I-1 and I-2: security and screen fencing, radio and microwave towers to heights as set out in this chapter, gate house, loading equipment, dwellings incidental to industrial activities, and other similar uses.

(f) As to motels: a restaurant, banquet room, liquor, notions and magazine counters, vending machines, beauty and barber shops, clubs, flower and gifts shops, provided all are within the main building and designed to service primarily the occupants and patrons of the motor hotel.

(g) As to hospitals: residential quarters for staff and employees, nursing or convalescent quarters, storage and utility buildings, food and prescription service, and vending machines, laundry and other similar services for hospital personnel and patients.

(h) As to utility buildings: outside storage of materials and equipment, provided all outside storage is screened from view from off the premises.

(i) As to single family residences: private swimming pools, gardens, pets lawfully kept under the code, television and radio receiving antennae not exceeding sixty (60) feet in height, signs as permitted in this Chapter, parking areas, tool sheds not exceeding one hundred (100) square feet, play equipment, storage of one (1) tenant owned boat, camping trailer or pickup camper, the overnight parking of a truck of one ton rating or less, and other similar uses. Any accessory use, other than a residential building or garage, which exceeds ten (10) feet in height shall be located a distance inside the property line at least equal to one third its height.

(5) No private drive or walk shall be permitted across property zoned R-1 to C-0 inclusive, for the purpose of providing access between parcels located in districts zoned C-1 to I-2 inclusive.

(6) Permitted temporary accessory uses.

(a) Portable storage units. No portable storage unit shall be placed on a residential property without first submitting an application for a permit to the Development Services Department.

(7) The determination of the eligibility of a proposed use as an accessory use shall be made by the Development Services Director. An appeal can be made from his decision, as set out in Section 34-706(A).
ACCEPTABLE CONSTRUCTION DETAILS
FOR GARAGES/ACCESSORY BUILDINGS

PLEASE INDICATE ANY DEVIATION OF BUILDING MATERIALS OR CONSTRUCTION PROCEDURES TO
BE DISCUSSED WITH THE CITY BUILDING OFFICIAL. MORE DRAWINGS MAY BE REQUIRED.

MANUFACTURED BUILDINGS/KITS

PROVIDE MANUFACTURER'S SPECIFICATIONS AND ASSEMBLY INSTRUCTIONS WHEN
APPLYING FOR A BUILDING PERMIT.

LVL
SEE MFR. SPEC.

HEADER FOR 16' OPENING

SLABS UNDER 600 SQ. FT.

SLABS UNDER 240 SQ. FT.
W/SPANS OF 10' OR LESS.

BLDG. DIRECT TO GROUND

CORKSCREW ANCHORS INTO EARTH REQUIRED AT CORNERS.

215# ASPHALT SHINGLES
5/8" OSB SHEATHING
WOOD TRUSSES 24" O.C.
HOLD DOWN CLIPS REQ'D IF O.H. +24"
2-2X4 PLATE

2X4 STUDS @ 16" O.C.
10' MAX. HT.

1/2" OSB SHEATHING

LAP SIDING

TREATED 2X4 SILL
1/2" BOLTS @ 6" O.C.

FINISHED GRADE

4" CONC. ON SAND

4" CONC. ON SAND

4" CONC. ON SAND

8" TO 12" CONC. FOUND
DOWN 44" TO FROST LINE

ANCHOR BOLTS
6" O.C.

ANCHOR BOLTS
8" ANCHOR
BOLTS

5/8" CONC. ON SAND

5/8" CONC. ON SAND
The Commercial Driveway Application Checklist included hereafter (a clear photocopy is permissible) shall accompany the application to facilitate review by the Public Works Department.

DRIVEWAY APPLICATION CHECKLIST

[Residential] [Commercial]

1. This property is legally described as Lot ____________, Block ______________

_________________________________________________________ Subdivision,

Section ____, Township ____ North, Range ____ East, City of Hastings, Nebraska.

2. The commonly known street address: ________________________________

3. Name and/or Use of property: ________________________________

4. Driveway dimensions: (reference: Figure D-2 Driveway Design and Location Standards)
   a. Distance from property line to centerline of driveway ________________
   b. Distance from closest side street curb to near edge of driveway ________________
      (minimum 55’)
   c. Throat width of driveway approach (W) ________________
   d. Radii dimensions (R) ________________
   e. Total curb cut dimension (W + R + R) ________________

5. Parking lot dimensions: (reference: Figure PL-1 Parking Lot Design Standards)
   a. Angle of Parking ________________
   b. Stall Width ________________
   c. Stall Depth ________________
   d. Aisle Widths ________________

6. Special Considerations:
   a. Vehicle waiting storage requirements are: ________________ (reference: Table VS-1 Driveway Design and Location Standards).
   b. Sight distances: Speed _______ mph Required sight distance _______ feet
      (reference: Figure SD-4 Appendix A).
Hastings City Code

(6) General instructions for driveway permit application.

(a) General.

Application for driveway permits are made to the City of Hastings Development Service Department.

The application shall include the address and legal description of the property served by the proposed driveway approach, the property owner's name, length of proposed curb cuts, the name, signature and telephone number the representative of the property owner authorized to make decisions concerning the driveway approach binding on the property owner.

(b) Application for driveways serving single family and two-family dwellings.

Application for driveway permits for single and two-family dwelling units may be approved by the Development Services Department when it is determined that the site plan drawn on the application is in conformance with these standards and the regulations of the City. Only one such driveway may be approved for each dwelling unit unless the application meets the requirements for circular drives as illustrated in Figure D-1. One additional driveway for a single buildable lot may be approved on non-major streets when a written request and drawing as set forth herein is submitted indicating the justification for such additional drive and when the same is approved by the Director of Public Works.

(c) Application for driveways in conjunction with building activity.

Application for driveways in conjunction with building activities shall be filed at the time of application for the associated building permit. The issuance of the driveway permit and payment of fees however, need not coincide with the issuance of the building permit.

(d) Multi-family, commercial and industrial uses.

Applications for driveway permits for all driveways, other than single or two-family dwellings, shall include three (3) copies of a site plan which shows the following items:

1. Scale drawing (1" = 20') with north arrow indicated.
2. Property lines and setback lines of property served, with dimensions.
3. Building and structure lines (note overhead or drive-in door locations).
4. Parking lot layout, with dimensions of aisles and stalls.
5. Parking lot barriers.
6. Adjacent roadways and sidewalks.
7. The proposed driveways, with dimensions.
8. Location of physical features of the property (i.e. trees, poles, inlets, manholes, valves, utilities, existing drives or curb cut locations, and service connections, within the public right-of-way).
9. Proposed traffic volume and vehicle type using the driveways.
10. Curb shall be ground or total removal and replacement shall be determined by Street Superintendent or authorized representative.

(Ord. No. 4233-11/2009)
Hastings City Code

This standard shall apply to all private roadways located within the City of within the zoning jurisdiction of the City of Hastings. (Ord. No. 4233-11/2009)

38-405. Driveway design standards.

(1) General.

This standard shall apply to all residential and commercial driveways located within the City and commercial driveways located outside the City Limits but within the zoning jurisdiction of the City.

Construction of any driveway shall require and be subject to the conditions of a driveway permit issued through the Department of Development Services. Requirements for permit applications are covered herein.

(2) Policies.

(a) General.

It is the policy of the City of Hastings to promote the maximum safe and efficient travel of persons on the public right-of-way and to preserve the maximum capacity of the roadway to accommodate such travel.

The issuance, denial, modification and revocation of driveway approach permits and the ordering of the removal, reconstruction, relocation, or alteration of any driveway approach may be used to implement this policy.

Driveway approaches shall be designed so that under the specific conditions for the property:

(i) Reasonable access from the roadway is afforded.

(ii) Horizontal separation from other approaches and roadway intersections is the maximum attainable.

(iii) The area and number of points where conflicts between vehicles using the approach, through vehicles using the roadway and pedestrians using the sidewalks is kept to a minimum.

(iv) Speed differential between vehicles using the approach and vehicles on the roadway is kept as low as possible.

(v) The driver entering or leaving the approach has the maximum unobstructed view of other vehicles using the roadway.

(vi) The maximum safety and efficiency of the right and left turning vehicles using the approach is afforded.

(vii) The frequency at which vehicles must stop or substantially reduce speed on the roadway because of actions of vehicles entering or leaving the driveway approach is kept to a minimum.

(viii) The maximum safety, efficiency and capacity of the roadway is promoted.

(b) Costs of construction.

The Owner of the property served by the driveway approach shall pay all costs for constructing the driveway approach; required additional turn lanes; pavement widening; median construction or reconstruction; alteration of manholes, storm sewer inlets, water valves or fire hydrants; relocation of power poles or light poles; and alteration of any other public utilities affected by the construction of the driveway approach. Street Department will address asphalt replacement adjacent to driveway approach at no cost to applicant.

(c) Number of driveway approaches.

Guidelines for the number of driveway approaches to be permitted are as follows:
Subdivisions

(i) For single and two-family dwelling units, only one driveway approach per dwelling will be permitted unless the application meets the requirements for a circular driveway as set forth in Figure D-1. One additional driveway approach for a property may be granted on a non-major street when a site drawing and written request indicating the justification for such additional drive is submitted and such request is approved by the Director of Public Works or designated representative.

(ii) Only one two-way commercial driveway approach or one pair of one-way commercial driveway approaches should be permitted to a property having less than 400 feet of frontage and taking access from a major street.

(iii) Commercial driveway access to a major street from adjoining properties having a total frontage of less than 200 feet should be consolidated where possible. Jointly used driveways are encouraged along major streets to obtain maximum spacing of driveway approaches. These joint use driveways should provide at least a 50 feet deep access easement between the property owners.

(iv) For property located on a corner, commercial driveway access shall be limited to one driveway approach. If the property is located at the intersection of a major street and a local or collector street, the driveway approach should be located on the local or collector street to reduce potential conflicts. If desirable horizontal separation of the driveway approach from the intersection and other approaches is attainable, and the land use warrants additional access, an access to both streets may be permitted.

(3) Design.

(a) General.

Driveways used for commercial or industrial purposes, except those leading to loading docks or vehicle access doors, shall be designed such that vehicles can leave and enter the roadway in a forward motion.

Driveways to residential properties which have more than three garage units or parking stalls shall be designed such that vehicles can leave and enter the roadway in a forward motion.

(b) Location.

Driveways shall be located to provide maximum separation from other drive approaches and roadway intersections to minimize impeding vehicle traffic on the roadway. Minimum and standard dimensions for driveway approach separation, clearances from roadway intersections and offsets at T-intersections or median openings are shown on Figure D-2. The minimum values shown in this figure are the smallest dimensions which shall be permitted. The standard values shall be used to the extent possible within the property frontage.

(c) Sight Distance.

Unobstructed sight distances as set forth in Figure SD-3 and SD-4 of APPENDIX A, shall be provided at all driveway approaches for vehicular and pedestrian traffic safety. Fences, walls, signs or other obstructions shall not be placed in the public street and shall not be placed in the sight triangles as set forth in Figures, SD-3, and SD-4. Chain link fences shall not be allowed in front yards.

(d) Driveway approach geometry.

Driveway throat widths, return radii or tapers, and angles are shown in Figure D-2 for the various land uses and street classifications. Typical driveway approach details are shown in Figure D-3.

(e) Driveway approach grades.

The driveway approach surface shall meet the sidewalk at sidewalk grade. The sidewalk grade shall be established by the Public Works Department or in conformance with approved subdivision layout plan. Normal sidewalk cross-slope through the driveway approach shall be 2%. Where the walk abuts the curb, the cross-slope shall not exceed 2%. No more than 8% slope (ADA) into the street from the outside edge of sidewalk (nearest to street) will be permitted.
Hastings City Code

The owner or the owner's representative shall notify the Street Superintendent and request grade stakes for the driveway approach and inspection of the work before concrete is poured. The Public Works Department and/or Development Services Department shall be notified at least two working days in advance to give time to schedule any inspections. Work done without prior inspection shall be removed if the completed construction is not in accordance with terms of the permit.

(f) Driveway approach cross-section and construction.

Driveway approaches on paved roadways shall be surfaced with concrete from the roadway edge to the property line. The minimum thickness of driveway approaches for single or two-family dwellings is 6 inches from the roadway edge back to the property line.

The minimum thickness of commercial driveway approaches is 6 inches from the roadway edge to the property line. The Public Works Department may require a greater thickness for commercial driveways depending on the geometry of the approaches, anticipated traffic volumes and number of trucks using the driveway.

Along roadways improved with a rural-type cross-section and parallel ditch, a drainage culvert shall be installed under the driveway approach. The length, size, grade and location of the culvert shall be determined by the Public Works Department. The culvert is to be purchased by the property owner and installed by the City.

Driveway approaches shall be constructed in conformance with City of Hastings Standard Specifications for Municipal Construction.

---

*FIGURE D-1*
### Driveway Dimensions

<table>
<thead>
<tr>
<th>Element</th>
<th>Throat Width - W'</th>
<th>Return Radius - R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single or Two-Family</td>
<td>10' to 25'</td>
<td>5' to 5'</td>
</tr>
<tr>
<td>Multiple Dwelling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 20 Stalls</td>
<td>20' to 25'</td>
<td>15'</td>
</tr>
<tr>
<td>20 or More Stalls</td>
<td>15'</td>
<td>15' to 20'</td>
</tr>
<tr>
<td>Commercial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 150 veh/hr</td>
<td>25' to 35'</td>
<td>15' to 20'</td>
</tr>
<tr>
<td>150 veh/hr or more</td>
<td>30' to 40'</td>
<td>20' to 30'</td>
</tr>
<tr>
<td>Truck Access</td>
<td>30'</td>
<td>20' to 25'</td>
</tr>
</tbody>
</table>

### Driveway Spacing & Clearances

<table>
<thead>
<tr>
<th>Element</th>
<th>Major Street Minimum</th>
<th>Major Street Standard</th>
<th>Local/Collector Minimum</th>
<th>Local/Collector Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driveway Separation - S</td>
<td>12'</td>
<td>15' Min.</td>
<td>20'</td>
<td>50'</td>
</tr>
<tr>
<td>Commercial</td>
<td>5'</td>
<td>15' Min.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single or Two-Family</td>
<td>5'</td>
<td>15' Min.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intersection Clearances - C</td>
<td>55'</td>
<td>15' Min.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major - Major</td>
<td>55'</td>
<td>15' Min.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major - Local/Collector</td>
<td>55'</td>
<td>15' Min.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local/Collector - Local/Collector</td>
<td>42'</td>
<td>55'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intersection or Median</td>
<td>75'</td>
<td>75'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Offset - M</td>
<td>75'</td>
<td>75'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Line Offset - P</td>
<td>R</td>
<td>30'</td>
<td>R</td>
<td>10'</td>
</tr>
</tbody>
</table>
Subdivisions

NOTE:
FOR DIMENSIONS
W AND "H" SEE
FIGURE D-2

PLAN OF
RESIDENTIAL DRIVEWAY APPROACH

NOTE:
SIDEWALK OR BLOCK-OUT TO BE
FOURDED INTEGRALLY WITH DRIVEWAY
APPROACH SLAB — UNIFORM THICKNESS
OF ROADWAY PAVEMENT THICKNESS TO 2'
(0.6 M) BACK OF CURB.

PLAN OF
COMMERCIAL DRIVEWAY APPROACH

TYPICAL SECTION OF
DRIVEWAY APPROACH

MINIMUM 5" CONCRETE TO PROPERTY LINE

478 OR 6-1/2" SACK-MIX (OR AS APPROVED BY CITY ENGINEER)

FIGURE D-3
in order to provide for the normal turning radius of the types of vehicles to be accommodated. Driveway approach distance to provide for the normal turning radius and waiting vehicle storage are shown in Table V.1.