

City of Manchester  
 14318 Manchester Road  
 Manchester, MO 63011  
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 pandz@manchestermo.gov



**Accessory  
 Structure Permit  
 Application**

**PROJECT ADDRESS:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**REQUIREMENTS:**

1. Two (2) sets of a plot plan/ survey plat showing any free-standing structures or attached additions with the clearly marked distances to the side and to the rear property lines and to existing structures on the property.
2. Two (2) sets of plans and specifications showing the scope of the work.
3. Fee payment of **\$25.00**.

An accessory structure must remain at least five (5) feet from the property line and must be at least ten (10) feet from other structures. Some structures, including those over 120 sq. ft., may require a building permit and therefore will need a separate Municipal Zoning Approval application and a total of five (5) sets of plans.

**Description of Structure:**

**Dimensions:** Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

**Utilities:**

The undersigned warrants either (i) the plans have been approved by an applicable Board of Trustees or subdivision governing body; or (ii) that there is no relevant subdivision Board or Trustee group for which is required. The undersigned acknowledges that failure to obtain proper subdivision approval may constitute grounds for denial or withdrawal of building permits and/or other city approval required for construction.

**I hereby certify that the information contained in this application and accompanying documents are correct, and that I will conform to all applicable laws of the City of Manchester.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant's Name Printed: \_\_\_\_\_

**FOR OFFICE USE ONLY BELOW**

**ZONING APPROVAL** City of Manchester Permit #: \_\_\_\_\_  
 Municipal Zoning Classification: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Director, Planning, Zoning and Economic Development

**Zoning Approval Fees** Fee paid on: \_\_\_\_\_ Amount: \_\_\_\_\_