

Village of Malcolm

137 East 2nd Street, PO Box 228
Malcolm, Nebraska 68402
(402) 796-2250

Building and Use Permit Approval Process

The Planning Commission meets on the **last Wednesday of each month at 7:00 p.m.** at Village Hall, located at 137 E 2nd Street, Malcolm, NE.

To be considered for that month's agenda, **residents must submit:**

- The completed building permit application
- Any required blueprints and supporting documents
- Full payment of the building permit fee (the building permit fee is calculated based on the total estimated value of construction, including both labor and materials)

All submissions must be received by noon on the Wednesday before the Planning Commission meeting. Payment must be made in full before the Planning Commission will make a recommendation to the Village Board.

All submitted materials will be reviewed by the Building Inspectors **prior to** the Planning Commission meeting.

Agenda items for the Planning Commission must be **finalized by 4:00 p.m. on the Monday before the meeting.** Any items submitted after this deadline will be added to the **next month's agenda.**

The agenda will be posted by 4:00 p.m. the day before the meeting at the following locations:

- Village Hall
- Malcolm Post Office
- Malcolm Fire Department
- Village website

At the meeting, the Planning Commission will review the permit and make a recommendation to the Village Board for approval or denial.

The Village Board will only consider building permits that have received a recommendation from the Planning Commission. Permits will not be placed on the Village Board's agenda without this recommendation, unless the Village Board Chairperson deems it an emergency.

Once the building permit has been approved by the Village Board, a letter will be sent out with the approval, inspections fees and any additional information pertaining to the construction of the project. These fees will need to be paid before construction begins.

In conclusion, following Village Board approval of the building permit, an official approval letter will be issued. This letter will include inspection fees and any additional information relevant to the construction of the project. **All applicable fees must be paid in full prior to the commencement of construction.**

PLEASE NOTE: Depending on the project, additional approvals beyond a standard building permit may be required. Each is a separate process involving the Village Attorney, so addressing them early helps set clear timelines and manage potential issues proactively

- **Subdivision:** If the project involves splitting a lot or creating new lots, it must comply with subdivision and zoning requirements (e.g., minimum lot size, setbacks, and frontage). A survey and formal platting may also be necessary.
- **Zoning:** The proposed use or structure must align with existing zoning regulations. If not, a conditional use permit, variance, or rezoning may be required.
- **Annexation:** Determine whether the parcel in question needs to be annexed into the Village.
- **Utilities:** Projects that involve extending or modifying water or sewer mains may require additional utility planning and approvals.

VILLAGE OF MALCOLM, NEBRASKA

_____ Use Permit

_____ Conditional Use Permit

Village Use Only

Date: _____

Check #: _____

Cash _____

Applicant Information

Applicant's Name: _____

Address: _____

Phone: Cell _____ Work/Home _____

Email address: _____

Description of Property

Legal Description of Site: _____

Current Zoning _____

Holder of Legal Title: _____

Address: _____

Phone: Cell _____ Work/Home _____

Email address: _____

Existing Use of Property: _____

Proposed Use and hours for business: _____

Current Building Square Footage _____ Proposed Building Square Footage: _____

Trade Name of Business (if applicable): _____

Describe how the site is accessed: _____

If used as a personal residence, what is the number of unrelated people who will be residing at the business location? _____

Does the applicant request permission for outside storage or display, if so, describe what outside storage or display is requested? _____

**A Site Plan must accompany the application; see Conditional Use Permit Application Procedures

I am the owner or owner's representative of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

Signature of Applicant

Printed Name

Date

CONDITIONAL USE PERMIT REVIEW
FOR _____

PLANNING COMMISSION

Recommend Approval?

Yes_____

No_____

Comments/Changes to be required?

Forwarded to the Village Board _____
Date

Planning Commission, Chair

VILLAGE BOARD

Approved

Yes_____

No_____

Comments/Changes to be required?

Village Board Date of Action _____
Date

Village Board, Chair

Attest:

Village Clerk

Returned to Planning Commission

Date _____

CONDITIONAL USE PERMIT APPLICATION PROCEDURES

1. Complete the Conditional Use Permit application and submit with all required attachments
2. If project requires new construction or alterations to an existing structure(s), please provide the following along with the completed application:
 - a. Building Permit Application
 - b. Site Plan including, but not limited to, location and dimensions of the following:
 - 1) All proposed site improvements
 - 2) Proposed structures
 - 3) Drive aisles and parking with dimensions
 - 4) Proposed changes to parcel/property lines (including lease lines)
 - c. Floor Plan of the existing building.
3. Project Narrative: Submit a narrative statement demonstrating in what ways the request conforms or does not conform to the following standards:
 - a. Will, in fact, constitute a conditional use as established on the official schedule of regulations for the zoning district involved.
 - b. Will be harmonious with and in accordance with the general objectives, or with any specific objective of the Comprehensive Plan and/or applicable sections of the Village Code.
 - c. Will be designed, constructed, operated, and maintained to be harmonious and appropriate with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
 - d. Will not be hazardous or disturbing to existing neighboring uses.
 - e. Will be served adequately by essential public services and utilities such as highways, streets, police and fire protection, drainage systems, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service or utility.
 - f. Will not create excessive additional requirements at public cost for public services and utilities and will not be detrimental to the economic welfare of the community.
 - g. Will not involve uses, activities, processes, materials, equipment, and conditions of operation that will be detrimental to any persons, property, or the general welfare by reasons of traffic, noise, smoke, fumes, glare, or odors.
 - h. Will have vehicular approaches to the property which shall be designed so as not to create an interference with traffic on surrounding public roads.
 - i. Will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.