

ST. STEPHEN CITY CODE
CHAPTER 4: BUILDING, LAND USE AND REGULATIONS

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ORDINANCE 42 SITE PERMITS

Section 42.01: PERMITS REQUIRED. Prior to beginning any building activity, whether new construction or additions/alterations to existing structures, a site permit must first be obtained from the City of St. Stephen.

Section 42.02: ISSUING OFFICER. The person issuing site permits shall be the City Clerk or a person appointed by the Mayor.

Section 42.03: FEE AMOUNTS. Fees for site permits shall be established by resolution of the City Council. Fee amounts may be amended from time to time by resolution of the City Council.

Section 42.04: APPLICATION FOR SITE PERMIT. Prior to beginning any building activity for which a site permit is required, the owner of the property, or the owner's building contractor, shall complete an application for site permit at City Hall. Once the application is complete, a site inspector will inspect the location of the proposed building site for approval or denial of a site permit. Upon approval of a building project by the site inspector, a site permit will be issued.

The purpose of issuing site permits is to ensure compliance with all zoning regulations, subdivision regulations and all other land use regulations. The City of St. Stephen does not adopt the Uniform Building Code and hereby repeals the adoption of the Uniform Building Code. Any reference within the St. Stephen City Code to a building permit shall mean site permit.

Section 42.05: MAINTENANCE OF BUILDING SITE. With respect to any construction, alterations, remodeling, or other work for which a permit is required hereunder, the owner of the property which is the subject of the permit, as well as the principal and/or general contractor performing the work, shall maintain the building site in a clean and neat condition, shall gather all building debris, damaged materials, wrappings, boxes, and other debris, garbage or litter created during construction, and store the same within a structure, dumpster, building, or a fenced area as deemed appropriate by the site inspector to keep debris from blowing on to adjacent properties, and to reduce the unsightly appearance of the property. Any boulders or large rocks (rocks greater than 12" in diameter) excavated during construction or landscaping shall be removed, reburied on the building site, or incorporated into a landscaping plan approved by the site inspector. All construction debris shall be removed from the construction site within ten (10) days of completion of construction.

Section 42.06: COMPLETION DATE. With respect to any construction, alteration, remodeling or other work for which a site permit is required hereunder, the proposed work shall

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be completed in its entirety within one (1) year after issuance of the site permit. In the event of a violation of this provision, in addition to the other remedies provided hereunder, the City may proceed to fully or partially complete the permitted work, remedy any unsafe or unsightly condition, and assess the cost thereof, plus interest at the rate of eight (8) percent per annum against the property in question.

Section 42.07: WITHHOLDING OF PERMITS. The City of St. Stephen shall withhold site permits from any contractor, property owner, or other applicant who has any pending violations with respect to the Building, Land Use and Regulations as adopted by the City of St. Stephen, any developer's agreement to which the City of St. Stephen is a party, or any other violation of the Code of Ordinances of the City of St. Stephen. Permits may be withheld until all violations are remedied to the satisfaction of the City.

Section 42.08: PENALTIES. Any person engaging in or ordering any building activity within the corporate limits of the City of St. Stephen without first obtaining required Site Permit, shall be guilty of a misdemeanor and shall also reimburse the City for the cost of prosecution in any case.

Section 42.09: RESIDENTIAL STREET ACCESS. To assure reasonable access to residential structures for fire protection, emergency medical care, school children transportation and other purposes related to public safety and convenience, the City finds that residential structures shall be located on property which directly abuts a public road, street or highway. Therefore, the City shall withhold site permits from any contractor, property owner or other applicant for the construction of a residential structure if the parcel of property on which the residential structure is to be located does not directly abut a public street, road or highway. The property is considered to directly abut a public street, road or highway if the principal motor vehicle or access to the residential structure directly enters with a public street, road or highway from the parcel of property on which the residential structure is located.