

**CITY OF EMILY**  
**LAND USE PERMIT APPLICATION INSTRUCTIONS**

**APPLICATION:**

- A. Applicant shall complete Land Use Application and submit to the Planning and Zoning Office.
- B. Application shall be accompanied by a Site Plan Drawing that is complete with the following minimum information (as close to scale as possible):
  - Size of parcel
  - Location on the parcel of all existing structures, their square footage and distance from all property lines, setbacks (including road, bluff, and shoreline) and each other
  - Location on the parcel of all proposed structures and their square footage, distance from all property lines, setbacks (including road, bluff, and shoreline) and each other
  - Location on the parcel of existing and proposed sewage treatment systems and wells and their distance from property lines, structures and each other
  - Existing and/or proposed square footage of the driveway (gravel and/or paved), access roads, parking, sidewalks
  - Camper/RV location (if applicable)
- C. Application shall include drawings showing the number of bedrooms in the structure.
- D. Application shall include elevation drawings showing proposed structure height.
- E. Application shall have a Sewer Compliance Inspection on file with the City within 3 years or a Certificate of Install within the last 5 years.
- F. Accessory structures on a parcel without a principal dwelling unit shall submit a septic site suitability design by a licensed designer before the permit may be issued.
- G. Applicant shall include the signature of the title owner of the property.

**REVIEW:**

- A. The City staff shall review the application for completeness and assign a reference number to application, plans, and any other attachments. City Staff will indicate on the application the date that the application is complete. The applicant will be notified where additional information is needed.
- B. The City Staff shall, based on submittals, compute the Land Use Permit Fee. This fee shall be paid by the applicant at the time the application is submitted.
- C. The Zoning Administrator shall conduct a site visit on the property to view the proposal. There shall be markings of the location of the proposed activity.

**ACTION:**

In order to obtain a Land Use Permit, the following must happen:

- A. The City staff must review and approve the Sewer Compliance Inspection report.
- B. The City Clerk must verify all current City billings and ensure that the applicant is current on all payments.
- C. The Zoning Clerk must ensure that the permit fee has been collected.
- D. The Planning and Zoning Administrator must ensure that the proposed improvements meet the requirements of the Ordinance.

**PLEASE NOTE:** The City has 60 days in which to review and make a decision on land use applications, although the City strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. It is the applicant's responsibility to provide accurate information at the time of submission to avoid delays. These instructions do not cover all Land Use Ordinance requirements. Additional information may be required prior to permit approval. Please contact Planning and Zoning with specific questions regarding your permit application. No construction can begin until the permit is complete and approved.

**CITY OF EMILY**  
**LAND USE PERMIT APPLICATION**

APP # _____
Date _____
Fee _____
Check # _____
(for office use only)

Name of Applicant \_\_\_\_\_

Phone \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Email: \_\_\_\_\_

Applicant is:

Title Holder of Property: *(if not applicant)*

Legal Owner

Contract Buyer

Option Holder

Agent

Other \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Property Parcel ID (8 Digit # on Tax Statement) \_\_\_\_\_

Zoning District \_\_\_\_\_ Commercial Business or Future Commercial Business \_\_\_\_\_

Estimated Cost of Structure (only needed for buildings) \$ \_\_\_\_\_

All structures, buildings and Camper/RV's need an E911 address, assigned by Crow Wing County.

Do you have an E911 address? \_\_\_\_\_ If not, contact Crow Wing County Land Services 218-824-1010 to apply for an address.

State nature of request in detail: (What are you proposing for the property? **If a new structure indicate, dimensions, height, foundation type, usage, and number of bedrooms (if applicable). If a Commercial Business, indicate the nature of business or possible future business. If a Camper/RV, indicate annual or long-term.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Owner, authorizing application (required): \_\_\_\_\_

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): \_\_\_\_\_

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Approved by the Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## Impervious Surface Calculation for Your Lot

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Structure or Impervious Surface	Dimensions	Total sq. ft.
1 Existing or Proposed Dwelling		
2 Proposed Dwelling Addition		
3 Existing Accessory Structure		
4 Existing Accessory Structure		
5 Proposed Accessory Structure		
6 Sidewalks		
7 Deck with Impervious Below		
8 Deck with Impervious Below		
9 Patio(s)		
10 Driveways and Parking Areas		
11		
12		
13		
<b>Total Impervious Surface (A)</b>		

Existing Lot Dimensions:

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. (B)

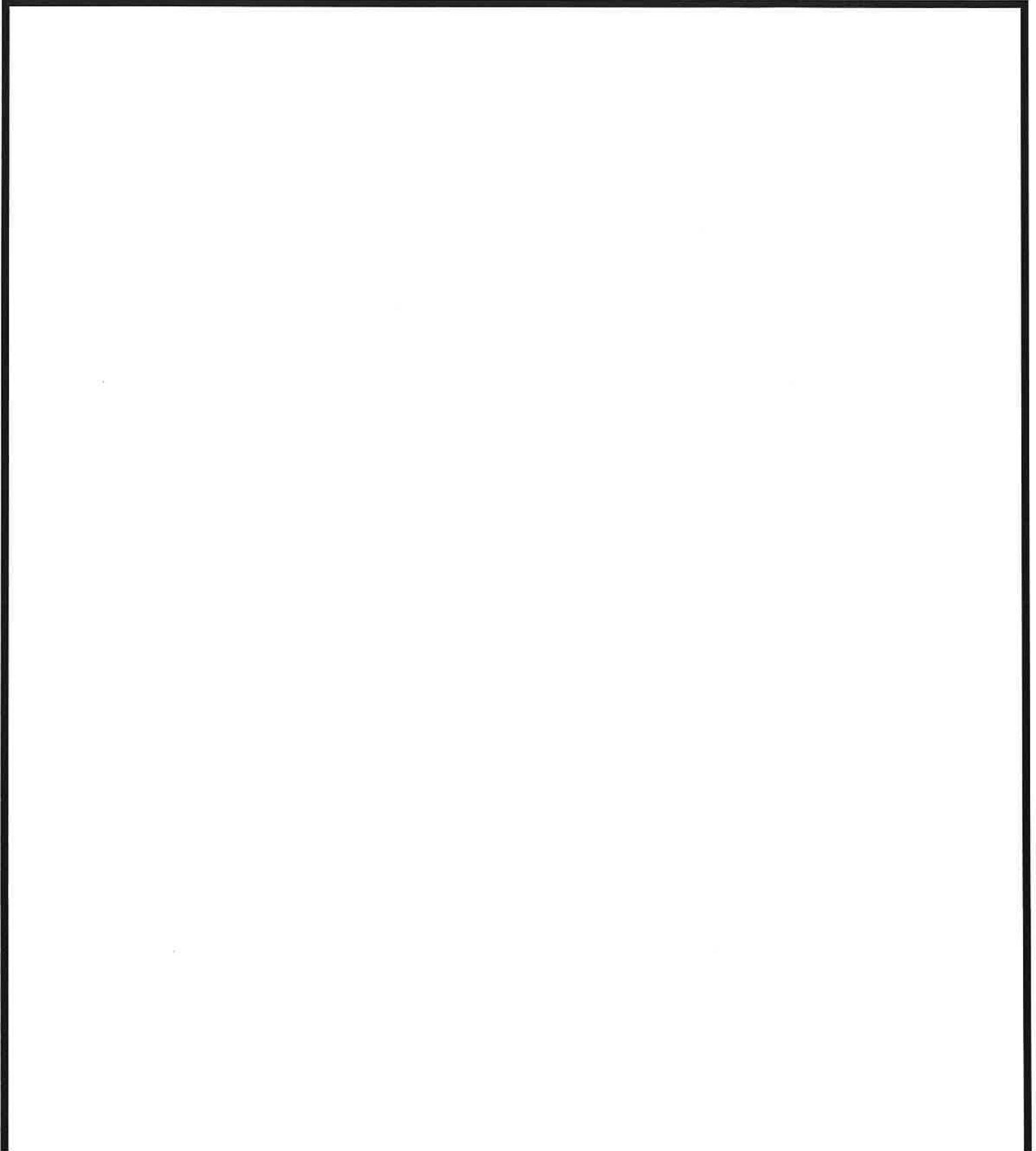
Impervious coverage (A divided by B times 100)

(A) \_\_\_\_\_ ÷ (B) \_\_\_\_\_ x 100 = \_\_\_\_\_ percent

# Site Plan



**Include:** Property lines, water features, existing and proposed structures, septic systems, wells and roads.



**CITY OF EMILY PLANNING AND ZONING OFFICE**

**LAND USE PERMIT CHECKLIST**

- \_\_\_\_\_ Completed application, including signature of property owner
- \_\_\_\_\_ Fee
- \_\_\_\_\_ Sewer Compliance Inspection Report – no older than 3 years since last inspection (unless on file already)
- \_\_\_\_\_ Septic Site Suitability design for Accessory Structures without a principal dwelling on property.
- \_\_\_\_\_ All current City charges paid
- \_\_\_\_\_ No outstanding Violations
- \_\_\_\_\_ Site Plan as close to scale as possible with the following information, as a minimum (unless waived by P&Z Administrator):
  - \_\_\_\_\_ Size of parcel and dimensions
  - \_\_\_\_\_ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
  - \_\_\_\_\_ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
  - \_\_\_\_\_ Location on the parcel of existing and proposed sewage treatment systems (SSTS) and wells and their distance from property lines, structures and each other
  - \_\_\_\_\_ Existing and/or proposed square footage of the driveway (gravel and/or paved), access roads, parking, sidewalks

**CONTACT INFORMATION**

City of Emily  
Steve Jones-Zoning Administrator  
Sue Fahrendorff-Zoning Clerk  
P. O. Box 68  
Emily, MN 56447

Phone: (218) 763-2480 (Emily Office)  
(320) 841-1793 (cell)

Fax: (218) 763-2481

Email: [zoning@emily.net](mailto:zoning@emily.net)  
[steve.jones@sourcewell-mn.gov](mailto:steve.jones@sourcewell-mn.gov)

<b>For Office Use Only</b>	
Land Use Permit Fee	_____
SqFt	_____
SSTS Fee	_____
(Other fee)	_____
(Other fee)	_____
Total	_____