



# City of Emily

Planning and Zoning  
39811 State Hwy 6, P.O. Box 68  
Emily, MN 56447

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## **THE FOLLOWING INFORMATION IS REQUIRED ON ALL LAND USE/BUILDING/ZONING PERMIT APPLICATIONS**

All Land Use/Building Permit Applications must be complete with Parcel I.D. Number and a Site Plan (sketch) with lot dimensions indicating location on lot of ALL dwellings, buildings, wells and Septic Systems. ALL distances of each should be shown in feet from all lot lines, the Ordinary High Water (OHW) Line and road right of way. Site Plans must also indicate location of neighboring wells and Septic Systems, with distance shown in feet from those of the Applicant. Property must be staked accordingly so that the Site Plan Sketch may be verified if necessary.

- Septic System Permits will not be processed or issued without a Septic System Design in place. All Designs must be prepared by a Licensed Designer.
- Permits for an Accessory Structure when there is no dwelling on the property will not be processed or issued without a Septic System Design in place and proof of a location of a future dwelling meeting minimum dwelling standards.
- First time Building or Septic System Permits will not be processed or issued without a Site Plan in place and an application for an E-911 address. Information required on a Site Plan is stated with each Permit Application.
- EXISTING SEPTIC SYSTEMS MUST HAVE A CURRENT CERTIFICATE OF COMPLIANCE ON FILE WITH THE CITY OF EMILY BEFORE A LAND USE PERMIT WILL BE ISSUED.
- ALL Permits must be picked up and be in hand before any work is started.
- No application will be processed or issued without full payment of the applicable fees.

## **GENERAL BUILDING REGULATIONS AND INFORMATION**

- Distance from side and rear lot lines to a building or Septic System must be 10 feet. Some subdivisions or Zoning Districts may be more restrictive. The Downtown Mixed Use Zoning District (DMU) is less restrictive.
- Distance from road right of way to a building or Septic System must be 30', 50' or 75' - depending on the Zoning District and type of road. Some subdivisions may be more restrictive.
- Lot size - minimum number of square feet and width of lot - varies with Zoning District or lake classification. SEE ATTACHED CHART FOR LAKE LISTING.
- Setback from lake OHW - SEE ATTACHED CHART FOR LAKE LISTING.
- Dwelling size - 576 square foot minimum and no less than 20 feet wide on a foundation.
- Permits are required for all land use, including (but not limited to) ALL buildings, Septic Systems or Privy, Grade & Fill and Signs. Septic Systems and Privys must be installed and/or built according to State Code. Grade and Fill Permits are required for all dirt work within the Shoreland Setback Area and elsewhere if more than 50 Cubic Yards is involved, not including the building site, driveways, etc.
- Building construction must begin within one (1) year of date of permit and the exterior finished within two (2) years. Septic System Permits are good for one (1) year.

**SETBACKS FOR VARIOUS LAKES WITHIN EMILY**

<b>GENERAL DEVELOPMENT LAKES</b>	<b>LOT WIDTH - AT WATER &amp; SETBACK</b>	<b>LOT SIZE - SQUARE FOOT MINIMUM</b>	<b>BUILDING SETBACK FROM OHW</b>	<b>SEPTIC SETBACK FROM OHW</b>	<b>PROPERTY LINE</b>
Dahler	100'	20,000	75'	75'	10'
Emily	"	"	"	"	"
Mary	"	"	"	"	"
Roosevelt	"	"	"	"	"
Ruth	"	"	"	"	"
<b>RECREATIONAL DEVELOPMENT LAKES</b>					
Blue	150'	40,000	100'	100'	10'
Butterfield	"	"	"	"	"
Little Emily	"	"	"	"	"
Papoose	"	"	"	"	"
Simpson/west wood	"	"	"	"	"
Smokey Hollow	"	"	"	"	"
Trout	"	"	"	"	"
Wood	"	"	"	"	"
<b>NATURAL DEVELOPMENT LAKES</b>					
Allen	200'	80,000	150'	150'	10'
Andrews	"	"	"	"	"
Anna	"	"	"	"	"
Buchite	"	"	"	"	"
Davis	"	"	"	"	"
Grass	"	"	"	"	"
Minnie	"	"	"	"	"
Pickerel	"	"	"	"	"
Pug	"	"	"	"	"
Unnamed	"	"	"	"	"
Van Sickle Brook	200'	80,000	150'	150'	10'
Little Pine River	150'	40,000	100'	100'	10'

**General Standards in Shoreland:**

- Setback to City Road Right of Way- 30'
- Setback to County or State Road- 50'
- Maximum Dwelling Building Height- 25'
- Maximum Accessory Structure Height 18' (unless qualifying quest quarters, then can be increased to 25')
- Setback to a Bluff- 30'
- Setback to a wetland- 25'
- Stairways are not to exceed 4' in width with no larger than 32sq.ft. landings and must meet 10' side yard setback.
- Impervious coverage in the first Tier- 20% (additional 20% for all other tiers)

**This is just a summary of some of the requirements in the City, more standards exist within the zoning ordinance. Other zones in the City of Emily have different setbacks, please contact the City for additional standards.**

**If more information is required by applicant, please contact the Emily Zoning Office by phone at 218/763-3793 or 218/895-4142, or by email at: [zoning@emily.net](mailto:zoning@emily.net)**