

Emmet County Zoning Compliance Permit to Build

Phone: (712) 362-2609 Emmet County Assessor's Office 609 1st Avenue N 8:00 a.m.-4:30 p.m. M-F

NWIPDC, Zoning Reviewer – (855) 262-7225
Barb Bohm, County Assessor/Zoning Administrator – (712) 362-2609
Walter Davis-Oeth, County Engineer – (712) 362-4846
Emmet County Public Health, Wells & Septic Systems – (712) 362-2490

APPLICATION IS MADE BY

Name: _____ owner/developer/agent
(Please circle one)

If Applicant is not the Owner, please list Owner's name and Address: _____

E911 Street Address: _____

City, State, Zip: _____

Phone or Contact Number: _____

Email Address: _____

LOCATION OF PROPOSED IMPROVEMENTS

Qtr _____ Qtr _____ Qtr _____ Sec _____ Township _____ Range _____

Subdivision _____ Block _____ Lot _____

Legal Description _____

BUILDING OR STRUCTURE INFORMATION

Is this permit for: *(Please circle one)* Construction : Alteration : Repairs/Modifications : Move/Relocate

Please describe the proposed activities for this permit *(e.g. build new house, erect new garage, etc.)*

Size and total square feet of the proposed structure or building: _____

Height of proposed structure or building: Peak: _____ Sidewall: _____

(Note: Height of a building or structure is that distance measured from the ground level to the highest point)

Valuation of proposed structure or building: \$ _____

Please provide a visual depiction and text of any signs for the proposed building or structure.

LOT OR PARCEL INFORMATION

This property is considered to be farmland, farm house, farm barns, farm outbuildings or other buildings/structures used for agricultural purposes _____ YES _____ NO

If YES, then most provisions of the Emmet County zoning regulations DO NOT APPLY to agricultural properties.

Size of Lot _____ X _____ Front Width _____ Rear Width _____

Structure will be set back _____ feet from street, road or highway right-of-way

Structure will be set back _____ feet from FRONT lot line

Structure will be set back _____ feet from REAR lot line

Structure will be set back _____ feet from both SIDE lot lines

Structure will be set back _____ feet from nearest structure/building *(occupied or unoccupied dwellings)*

Present Land Use: _____ Proposed Land Use: _____

PLEASE CONTINUE ON THE BACK

SITE PLAN:

Application for a compliance/building permit will be accompanied by a detailed site plan. A site plan and other such plans or manufacturer's specifications shall show the dimensions, arrangements, descriptive data, site layout and information essential to an understanding of the use/construction of the proposed building or structure. Site plans should include at a minimum:

- Dimensions of the plat of land and total area.
- Property boundary lines and distances of the new structure from the property lines.
- The proposed location, size, shape and type of all buildings or structures.
- The total square feet of all proposed buildings, both individually and collectively.
- The location of wells and septic systems.
- Parking areas, number of parking spaces proposed and type of surfacing to be used.
- Walkways, driveways, lighting, walls, fences, signs, monuments, and other man-made features.

Other considerations pertinent to the proposed use may be requested by the Zoning Administrator.

ZONING COMPLIANCE PERMIT FEES:

Zoning Permit review of all zoning compliance permit applications will be a minimum of \$25 (ag is exempt) to cover administrative fees for review of the permit to comply with provisions of Emmet County Zoning Ordinance and to ensure safety and floodplain concerns as well.

Permit fees are to be paid at the time the permit application is submitted to Emmet County.

\$10,000 in valuation or less = \$25.00

\$10,001-\$20,000 in valuation = \$75.00

\$20,001-\$100,000 in valuation = \$175.00

\$100,001 or more in valuation = \$275.00

Applicant is hereby advised to consult with creditors, insurance carriers, etc. for insurance coverage, etc. if permit application is not obtained.

REQUIRED COUNTY PERMITS OTHER THAN ZONING:

For Well and Septic Permits, please contact Emmet County Public Health at (712) 362-2490. Well Permits are \$125, Septic Tank Permits are \$100, and there are no exemptions for Ag related uses.

For E911 Address Sign Permits, Utilities Permits, Driveway and Field Entrance Permits, and Right-of-Way Encroachment Permits, please contact Walter Davis-Oeth, County Engineer at (712) 362-4846. There are no fees for Permits required by the County Engineer; however, cost for an E911 sign and post is \$22.50.

The undersigned applicant, by signature, indicates his/her agreement to the conditions outlined in this permit, and to adhere to the Emmet County Zoning Regulations. The applicant also acknowledges understanding and agreement of: That this permit is valid ONLY for the project as presented to and approved by Emmet County; AND that any changes made to either the site plan submitted or the construction/improvement/usage authorized by this permit must be reviewed by Emmet County for compliance and authorization prior to commencement of construction; AND that it is the intent of the applicant to build the structure(s) noted on this form in accordance with the plan(s) submitted for the usage(s) indicated; AND that ANY unauthorized changes to the approved plan, usage noted, or to the parcel /land/site plan as presented renders this permit null and void.

Approval of a Zoning Compliance Permit shall be valid for a period no longer than 90 days if substantial beginning has not been made on the construction of the use applied for; and the permit shall be void if the use applied for is not complete within 1 year of the approval of such permit, unless an extension has been obtained from the Zoning Administrator.

Well Permit Application# _____ Septic Permit Application # _____

Applicant/Owner/Developer Signature (or Authorized Representative)

Date

EMMET COUNTY ZONING ADMINISTRATOR APPROVAL:

This application and site plan presented by the applicant have been reviewed for compliance with the Emmet County Zoning Ordinance and is determined to be in compliance with the regulations.

This permit application is: Approved Denied
as presented on the date: _____

Signed: _____ Zoning Administrator

Copy Sent to County Assessor on: _____

Copy Sent to Applicant on: _____

Zoning Permit Fee Paid: Yes No

NWIPDC ZONING REVIEW/RECOMMENDATION:

Application No. _____

Date Application Received: _____

Date Review Completed: _____

This permit application is: Recommended Not Recommended

Needs additional information for review: _____

Comments : _____

Signed: _____

NWIPDC Zoning Reviewer