



**BUILDING PERMIT & LAND USE AND ZONING
APPLICATION PROCEDURES**

WHAT REQUIRES A PERMIT

Eureka Township Ordinances state that "No person or persons, firm, or corporation shall erect, convert, alter, wreck, move and/or extend the outside dimensions of any building or buildings or any part thereof, temporarily or permanently, upon any land in the Township of Eureka, without first securing a building permit" (Ord. 3, Ch. 4, Sect. 4).

Permits are required for all of the following: house, pole shed, farm building, deck, pool, septic system, driveway or approach, parking lot, sign, garage, aircraft hangar, private dog kennel, church or religious building, government building or facility, public utility structure, communication tower, energy windmill, moving a building into or within the township, plumbing installation, furnace or fireplace installation, remodeling, reroofing, siding, and windows.

The following do not require building permits:

- One-story detached accessory structures, used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet
- Construction, reconstruction or alteration of a building not used for commercial or industrial purposes, where the cost of such work does not exceed five hundred (\$500.00) dollars.
- Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work
- Ordinary repairs that do not involve structural changes to a structure or building. The repairs shall not include the cutting away of any wall, partition, or portion of a wall or partition, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement, or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring, or mechanical or other work affecting public health or general safety.

Permits or town board approval are also required for land use and zoning requests, including conditional use permits (CUP), interim use permits, variances, rezoning requests, lot splits, building right clusters, expansion or alteration of a nonconforming use, and lot of record verifications.

If in doubt about whether a structure or project requires a permit, contact the Eureka Town Clerk at eurekatn@frontiernet.net or 952-469-3736.

PROCEDURE FOR REQUESTING A PERMIT

1. For a request to be considered at the next Planning Commission meeting, you must submit a complete application to the Eureka Town Clerk by 12:00 noon on the Thursday **ten days prior to** the meeting. Applications received after this time will not be acted on until the following month's meeting.
2. All applications require an application fee, and some require escrow funds. An application is not considered complete until the application fee and escrow funds have been paid.
3. Most types of permits also require proof of ownership of the property involved; a site plan (see requirements and example below); and building plans drawn to scale showing the size of the



structure, type of construction, and estimated cost. You should submit originals of documents and keep a copy for your own records. To find out the type of documentation required for the permit or zoning request you are applying for, contact the town clerk or visit the Eureka Township website at <http://eurekatownship-mn.us/permits.html>.

4. If a lot split or building right cluster is involved, approval for such must be obtained from the town board **and** recorded with the Dakota County Treasurer-Auditor's Office and the Dakota County Recorder's (Property Records) Office **before** a building permit may be applied for. For instructions on applying for lot splits or building right clusters, contact the town clerk or visit <http://eurekatownship-mn.us/permits.html>
5. Upon receiving the application, the Clerk will review the application. If complete, the Clerk will place the application on the agenda for the next regularly scheduled Planning Commission meeting.
6. The applicant or a representative shall attend the Planning Commission meeting to represent the application.
7. The Planning Commission will review the application and make recommendation to the Town Board for its next regularly scheduled meeting.
8. Building permit applications are forwarded to the building inspector, who reviews the plans, calculates the building permit fees, and does physical inspections of the structure or project.
9. The applicant or a representative shall come before the Town Board at its next regularly scheduled meeting for representation of the application.
- 10. It is the responsibility of the applicant to follow all appropriate ordinances that apply to their request**

Building permits are valid for one year. They may be renewed at the discretion of the Town Board upon application for such renewal and payment of fees in the amount of 50% of the original fee.

All required building permits shall be obtained before any construction commences. In the event construction shall have been commenced before said permit has been issued, the building permit fees shall be doubled.

WHERE AND WHEN ARE MEETINGS HELD?

All Planning Commission and Town Board meetings are held in the Eureka Town Hall, located at 25043 Cedar Avenue. This is at the southwest corner of Cedar Avenue and 250th Street.

- Planning Commission meetings are held the first Monday of each month at 7:00 PM.
- Town Board meetings are held on the second Monday of each month at 7:00 PM.
- If Monday is a legal holiday, the meetings are held on Tuesday.

HOW LONG DOES THE PERMITTING PROCESS TAKE?

You should expect the application process to take a **minimum** of 5 weeks: 1-2 weeks to prepare and submit your application, 2 weeks for Township Staff and the Planning Commission to review and make a recommendation on your application, and 1 week for the Town Board to review and act on (approve or deny) your application. Please be aware that some applications may take longer to process.

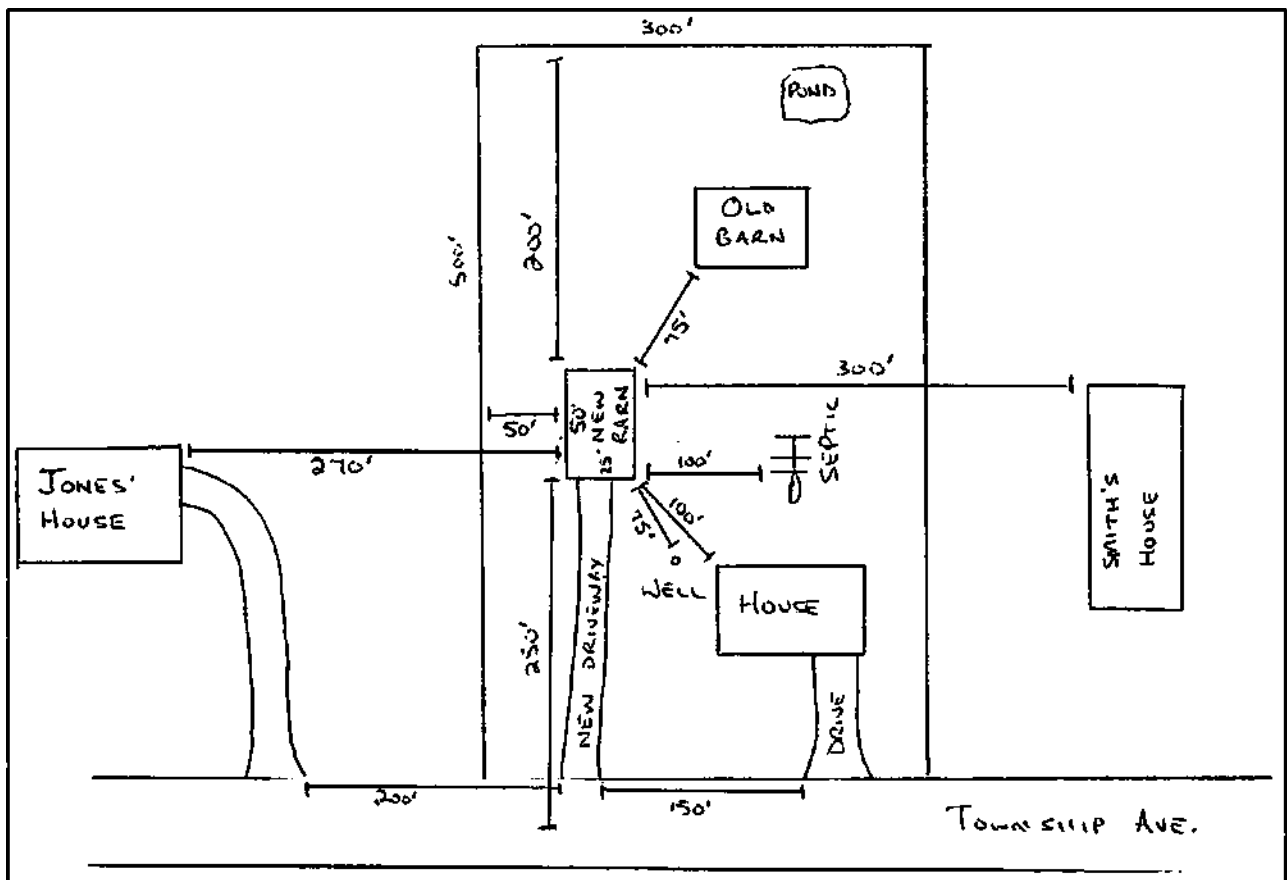


WHAT IS A SITE PLAN AND WHERE DO I GET ONE?

A site plan is a drawing of your **entire** lot that includes all of the following (NOTE: Distances should be in relation to the proposed building or structure for which you are requesting a permit):

- dimensions and shape of the lot (lot lines)
- dimensions and location of the building or structure that is to be erected or remodeled
- distance from the building or structure to the rear and side property lines, as well as to the center of the road on which the building fronts (this is called the setback)
- location of and distance to all other buildings and structures on the lot (including houses, sheds, decks, signs, and agricultural buildings)
- location of and distance to the well and septic system (tank and drainfields)
- location of existing driveways and roads servicing the lot
- location of any proposed driveways, and distances to neighboring driveways on the same side of the road
- (where required) location of and distance to dwellings and farm buildings on adjoining lots

A site plan does not need to be professionally drawn or drawn to scale. A hand-drawn site plan is acceptable, so long as it is clear, accurate, and shows all of the required information. Architects or contractors may provide a site plan as part of their service. An example hand-drawn site plan is shown below.



Example site plan for a new 50'X25' barn and a driveway



FOR MORE INFORMATION

Eureka Township Clerk and Zoning Administrator: Nanett Sandstrom

Office hours: Tuesdays and Thursdays, 10:30 AM to 2:00 PM

Office location: 25043 Cedar Avenue (southwest corner of Cedar Ave. and 250th St.)

Phone: 952-469-3736

Fax: 952-469-5525

E-mail: eurekatn@frontiernet.net

Eureka Township mailing address:

P.O. Box 576

Lakeville, MN 55044

Eureka Township website: <http://eurekatownship-mn.us>

Eureka Township Building Inspector: Scott Qualle, MNSPECT, Inc.

235 First Street West

Waconia, MN 55387

Phone: 952-442-7520

Fax: 952-442-7521

E-mail: scott@mnspect.com

Website: www.mnspect.com

Eureka Township Planning Commission:

Vince Mako, Chair, 952-469-3928

Ken Olstad, Vice Chair, 952-985-7248

Eureka Town Board of Supervisors:

Jeff Otto, Vice Chair, 952-469-8561

Brian Budenski, Vice Chair, 952-292-6028

Dakota County Shoreland Permits:

Dee Jarvis 952-891-7024

Dakota County Planning Department (to obtain a street address on a County Road):

Todd Lusk 952-891-7024

Dakota County Surveyor's Office (to file surveys or to research old surveys of your property):

952-891-7087

Dakota County Recorder's Office (to legally record deeds and other legal documents):

651-438-4355

Dakota County Transportation Department (for permits for driveways on County roads):

952-891-7115

Dakota County Sheriff's Office (for road closings):

651-437-4211