

Eureka Township
Zoning, Building, Conditional Use and Variance
Application Supplemental Information
eurekatownship-mn.us

Permit Information Check List:

The Information for all Zoning, Building, Conditional Use, and Variance applications generally consist of the following items. All items may not pertain to your specific project.

A. Site boundaries, buildings, structures and other improvements shall be identified on site certificate of survey (can attain from Dakota County).

- _____ 1. Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet or less. **(On new construction and Commercial Property only)**).
- _____ 2. North point/arrow indication.
- _____ 3. Existing boundaries with lot dimensions and area (Ordinance 3, Ch.3, Sections 1-3).
- _____ 4. Existing site improvements.
- _____ 5. All encroachments.
- _____ 6. Easements of record.
- _____ 7. Legal description of the property.
- _____ 8. Ponds, lakes, rivers or other waterways bordering on or running through the subject property (North Cannon Watershed, VRWJPO Permit Process).

B. A site plan utilizing a copy of certificate of survey as a base for the site in question, depicting the following.

- _____ 1. Watershed District.
- _____ 2. Name and address of owner.
- _____ 3. Name and address of contractor with Minnesota License Number **(needed if a contractor is doing the work)**.
- _____ 4. Date of plan.
- _____ 5. Date and description of all revisions.
- _____ 6. Name of project.
- _____ 7. All proposed improvements, including:
 - _____ a. Required and proposed setbacks (Ordinance 3, Ch. 3 Section 3).
 - _____ b. Location, setback and dimensions of all proposed buildings and structures.
 - _____ c. Location, width, and setbacks of all curb cuts and driveways (Ordinance 3, Ch. 3 Section 4).
 - _____ d. Location and type of all proposed lighting (Ordinance 3, Ch. 8, Section 11).
 - _____ e. Location and type of any proposed screening (Ordinance 3, Ch. 4, Section 1. F).

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C. Grading/storm water drainage plan.

- _____ 1. Proposed grading with elevations of two (2) maximum intervals.
- _____ 2. Drainage plan (North Cannon Water Shed, VRWJPO Permit Process).
- _____ 3. Proposed driveway (s). (Ordinance 3, Ch. 3 Section 4 and Ordinance 3, Ch.4, Section G).
- _____ 4. Erosion control measures, while under construction (North Cannon Water Shed, VRWJPO Permit Process and Ordinance 3, Ch.4, Section H). Example: Silt fence.

D. Landscaping plan (Ordinance 3, Ch.4, Section 1 F).

- _____ 1. Indicate fencing locations.
- _____ 2. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding or other techniques.

New Construction Residential, Residential Additions, Commercial Construction and Zoning.

E. Other plans and information as required by Eureka Township including, but not limited to:

- _____ 1. Architectural elevations of all principal and accessory buildings. **For New Construction**
- _____ 2. "Typical "floor plan drawn to scale with a summary of square footage (Ordinance 3 Ch.4, Sections B. 3 – 4 and D.).
- _____ 3. Type, location and size (area and height) of any signs to be erected on property in question (Ordinance 3. Ch.8, Sections 1-12).
- _____ 4. Vicinity map showing the subject property in reference to nearby streets, intersections, county roads, and Ag buildings (Ordinance 3, Ch.3, Section 4, and Ordinance 3, Ch.4, Section 2A).
- _____ 5. Lighting plan, when installing outdoor lighting (Ordinance 3, Ch. 8, Section 11).
- _____ 6. Other as requested, by Eureka Township.

Eureka Township



Land Use and Zoning Request Application

Note: Completed application must be submitted to the Eureka Town Clerk by noon on the Thursday 10 days prior to the Planning Commission meeting.

<i>OFFICE USE ONLY</i>
Permit No.

Site Address	Property ID No. (PIN)
Contact Person	Daytime Phone

PROPERTY OWNER

Name	Daytime Phone		
Address	City	State	Zip

TYPE OF REQUEST (CHECK ONE ONLY)

- Conditional Use Permit
 Interim Use Permit
 Variance
 Other (explain below)

NATURE OF REQUEST

Description of and reason for request *(be as specific and detailed as possible—attach additional sheets if necessary)*

Cite the specific ordinance(s) under which you are making your request

Describe the present use(s) of the property

I hereby certify that the information provided in this application is true, correct, and complete. I understand that this is an application for a land use or zoning request only, and that projects that involve erecting, altering, expanding, remodeling, or repairing a structure will require building permits, which I am responsible for obtaining. I understand that I shall be responsible for all expenses and outside fees incurred by the Eureka Town Board in processing this application; that the Town Board shall require escrow of funds for fees for attorneys, professional services, and/or other outside expenses prior to incurring such costs; and that I shall be permitted to withdraw this application at any time in writing, but shall not be entitled to refund of escrow funds already expended.

Property owner's signature

Date

DO NOT WRITE BELOW THIS LINE

Date rcvd: _____ **Rcvd by:** _____ **60-Day Extension until:** _____

Is there an existing conditional use permit (CUP) or interim use permit for uses on this property? <i>(If yes, attach CUP or IUP)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has a nonconforming registration form been filed for this property? <i>(If yes, attach NCU registration form)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

APPROVALS AND PERMITS REQUIRED (CHECK ALL THAT APPLY)

<input type="checkbox"/> Zoning Administrator	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete	_____ <i>Zoning administrator signature</i>	_____ <i>Date</i>
<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ <i>Planning commission chair signature</i>	_____ <i>Date</i>
<input type="checkbox"/> Town Board	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ <i>Town board chair signature</i>	_____ <i>Date</i>

FEES

Application fee \$ _____ Paid _____	Escrow \$ _____ Rcvd _____	Refunded \$ _____ Date _____
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CONDITIONS OF ISSUANCE (NUMBER AND ATTACH ADDITIONAL SHEETS IF NECESSARY)