

# EUREKA TOWNSHIP

## GENERAL APPLICATION INSTRUCTIONS FOR BUILDING PERMITS AND LAND USE AND ZONING PERMITS

### General Requirements:

1. Dwelling units shall be located on a separately conveyed parcel which shall equal or exceed two (2) acres.
2. The parcel shall have at least 33 feet of frontage along a public road.
3. All residential structures shall have the following:
  - A. Minimum sq. ft. of livable floor area, excluding basement:
    - 1) Single level home: 960 sq. ft.
    - 2) Multi or Split-level home: 1,248 sq. ft.
  - B. Minimum width of 24 ft. and minimum length of 26 ft. (excluding earth-sheltered structures)
  - C. Garage of at least 22 ft. X 22 ft.
4. The driveway serving a parcel shall be separated from adjacent driveways on the same side of the road by the following distances:
  - A. Township road: 100 ft. from centerline.
  - B. County/State road: 110 ft. from centerline.
  - C. Minimum distance from the intersection of two or more of the above is 300 ft.
5. All structures shall be set back as follows:
  - A. Lot width: 250 ft. at dwelling.
  - B. Side & Rear yard: 30 ft.
6. All dwellings shall be separated by at least 250 ft. from the nearest farm building (except where the dwelling and farm building are in common ownership).
7. All septic tanks shall:
  - A. Be placed not less than ten (10) ft. from property line of adjoining private property.
  - B. Be no less than fifty (50) ft from any source of domestic water supply.
  - C. Have the tank located no less than ten (10) ft. from the foundation of any building.

### Documents required for a complete application:

1. Completed Building Permit Application form.
2. Application fee as set forth in Eureka Township Ordinance 7.
3. Proof of Ownership. Parcel ID will be verified by the Town Clerk; conflicts must be resolved with a proper deed.
4. Two (2) copies of a Site Plan showing:
  - A. The legal description of the land.
  - B. An arrow indicating North.
  - C. Lot Lines (dimensions and shape of the lot).
  - D. The location and size of the structure to be erected or remodeled.
  - E. The location of existing driveway and roads, including its width and distance to the nearest property line, on which the structure does now or is to front. New Driveways that front a County road must receive a permit from the Dakota County Highway Department.
  - F. Setbacks: distance from the structure to the rear and side property lines, as well as to the center of the road on which the building fronts.
  - G. The location of and distance to the well, drainage and sewer systems.
  - H. The location of and distance to all other structures on the lot (including houses, sheds, decks, signs and agricultural buildings).
  - I. The total area of all accessory buildings on the property:
    - 1) For parcels 2 to 5.999 acres: total area shall not exceed 5,000 sq. ft.

# EUREKA TOWNSHIP

- 2) For parcels 6 to 10.999 acres: total area shall not exceed 10,000 sq. ft.
  - 3) Agricultural buildings shall not be considered in the total sum of accessory buildings on a parcel.
  - J. Location and distance to dwellings and agricultural buildings on adjoining lots (where applicable).
  - K. Location of and distance to dwellings and buildings that shelter animals but are not Ag exempt structures, with distances to neighboring residences (where applicable).
  - L. If located in in the Dakota County Shoreland Zoning area: applicant must submit a Shoreland Permit from Dakota County Planning Department.
  - M. If located in the Vermillion River Watershed District: applicant must submit a permit or letter of exemption from the VRWJPO.
5. Two (2) copies of a Certificate of Survey prepared and signed by a Minnesota-licensed land surveyor, to include the legal description, lot lines and size of the lot (Required only for new residential structures).
  6. A plan drawn to scale showing the size of the structure, new or to be remodeled, type of construction and the estimated cost thereof; Or Two (2) sets of building plans (for new construction).
  7. Two (2) sets of onsite sewage system plans (if applicable).
- Lot Split or Building Right Cluster: approval must be obtained from the Town Board AND recorded with the Dakota County Recorder's Office BEFORE a building permit may be applied for. A Property identification number (PIN) from the Treasurer-Auditor's Office and a receipt from the County Recorder's Office are required as proof that the documents have been recorded.

SAMPLE SITE PLAN: (NOTE: Distances should be in relation to the proposed building or structure)

