

# Emmet County Zoning Compliance Permit to Build

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

Steve Hallgren, NWIPDC, Zoning Reviewer – (800) 798-7225 x141  
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: \_\_\_\_\_

## 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.

Approved Well Permit # \_\_\_\_\_ Approved Septic Permit # \_\_\_\_\_

\_\_\_\_\_  
Applicant/Owner/Developer Signature (or Authorized Representative)

\_\_\_\_\_  
Date

<b>EMMET COUNTY ZONING ADMINISTRATOR APPROVAL:</b>	
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: <input type="checkbox"/> Approved <input type="checkbox"/> Denied as presented on the date: _____	
Signed: _____ Zoning Administrator	
Copy Sent to County Assessor on: _____	
Copy Sent to Applicant on: _____	
Zoning Permit Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>NWIPDC ZONING REVIEW/RECOMMENDATION:</b>
Application No. _____
Date Application Received: _____
Date Review Completed: _____
This permit application is: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
Needs additional information for review: _____
Comments : _____
Signed: _____ NWIPDC Zoning Reviewer