

**CITY OF EMILY
PLANNING AND ZONING OFFICE
PO BOX 68
EMILY, MN 56447
218/763-3793**

**THE FOLLOWING INFORMATION IS REQUIRED
ON ALL LAND USE/BUILDING/ZONING PERMIT APPLICATIONS**

All Land Use/Building Permit Applications must be complete with legal description, Parcel I.D. Number and a Site Plan (sketch) with lot dimensions indicating location on lot of ALL dwellings, buildings, wells and Septic Systems. ALL distances of each should be shown in feet from all lot lines, the Ordinary High Water (OHW) Line and road right of way. Site Plans must also indicate location of neighboring wells and Septic Systems, with distance shown in feet from those of the Applicant. Property must be staked accordingly so that the Site Plan Sketch may be verified if necessary.

1. Name, Address and Phone Number where Applicant may be contacted.
2. Emily Property Address: E911 Address Number with name of street or road.
3. Licensed builders are required. (State of Minnesota Law effective 1/1/92). Septic System Designers, Installers and Inspectors also must be State Licensed.
4. Septic System Permits will not be processed or issued without a dwelling on the property or a Building Permit for such in place.
5. Septic System Permits will not be processed or issued without a Septic System Design in place. All Designs must be prepared by a Licensed Designer.
6. Permits for an Accessory Structure when there is no dwelling on the property will not be processed or issued without a Septic System Design in place.
7. First time Building or Septic System Permits will not be processed or issued without a Site Plan in place. Information required on a Site Plan is stated with each Permit Application.
8. **EXISTING SEPTIC SYSTEMS MUST HAVE A CURRENT CERTIFICATE OF COMPLIANCE ON FILE WITH THE CITY OF EMILY BEFORE A BUILDING PERMIT WILL BE ISSUED. SEPTIC SYSTEMS ARE REQUIRED BY STATE LAW TO BE INSPECTED EVERY THREE YEARS.**
9. **ALL Permits must be posted on site before any work is started.**
10. **No application will be processed or issued without full payment of the applicable fees.**
11. **FEES WILL BE AUTOMATICALLY MULTIPLIED BY EIGHT (8) WHEN WORK IS BEGUN WITHOUT A PERMIT. THE PROPERTY OWNER/CONTRACTOR/SEPTIC SYSTEM INSTALLER WILL BE HELD EQUALLY RESPONSIBLE.**

GENERAL BUILDING REGULATIONS AND INFORMATION

1. Distance from side and rear lot lines to a building or Septic System must be 10 feet. Some subdivisions or zoning districts may be more restrictive.
2. Distance from road right of way to a building or Septic System must be 30', 50' or 75' - depending on zoning district and type of road. Some subdivisions may be more restrictive.

3. **Lot size - minimum number of square feet and width of lot - varies with zoning district or lake classification. SEE ATTACHED CHART FOR LAKE LISTING.**
4. **Setback from lake OHW – SEE ATTACHED CHART FOR LAKE LISTING.**
5. **Dwelling size - 600 square foot minimum and no less than 20 feet wide on a foundation.**
6. **Permits are required for all land use, including (but not limited to) ALL buildings, Septic Systems or Privy, Grade & Fill and Signs. Septic Systems and Privys must be installed and/or built according to code, with State Licensed Designers and Installers required for Septic Systems. A Satellite Dish is considered a structure and must comply with setbacks. Grade and Fill Permits are required for all dirt work within the Shoreland Setback Area and elsewhere if more than 50 Cubic Yards is involved, not including the building site. A Building Permit must be in place before any building site preparation work may begin.**
7. **Building construction must begin within one (1) year of date of permit and exterior finished within two (2) years. Septic System Permits are good for one (1) year.**

LOCATION OF SEPTIC TANK

Item	Minimum Setback Distance
Property Lines	10'
Buried Pipe Distributing Water Under Pressure	10'
Building	10'
Water Supply Wells or Buried Water Suction Lines	50'

LOCATION OF SOIL TREATMENT SYSTEM

Item	Setback Distance
Water supply well less than 50' of casing and not encountering 10' of impervious material.	100'
Any water supply well or buried water suction pipe	50'
Building	20'
Streams, Lakes or other bodies of water (Shoreland Management Act)	50', 75', 100'
Property lines or buried pipe distributing water under pressure	10'

SETBACKS FOR VARIOUS LAKES WITHIN EMILY

GENERAL DEVELOPMENT LAKES	LOT WIDTH - AT WATER & SETBACK	LOT SIZE - SQUARE FOOT MINIMUM	BUILDING SETBACK FROM OHW	SEPTIC SETBACK FROM OHW
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Dahler	100'	20,000	75'	50'
Emily	"	"	"	"
Mary	"	"	"	"
Roosevelt	"	"	"	"
Ruth	"	"	"	"

RECREATIONAL DEVELOPMENT LAKES

Blue	150'	40,000	100'	75'
Butterfield	"	"	"	"
Little Emily	"	"	"	"
Papoose	"	"	"	"
Simpson	"	"	"	"
Smokey Hollow	"	"	"	"
Trout	"	"	"	"
Wood	"	"	"	"

NATURAL DEVELOPMENT LAKES

Allen	200'	80,000	150'	150'
Andrews	"	"	"	"
Anna	"	"	"	"
Buchite	"	"	"	"
Davis	"	"	"	"
Grass	"	"	"	"
Minnie	"	"	"	"
Pickrel	"	"	"	"
Pug	"	"	"	"

Van Sickle Brook	"	"	"	"
Little Pine River	"	"	"	"

If more information is required by applicant, please contact the Zoning Administrator, Charles Marohn, by phone at 218/828-3064 or by email at: marohn@communitygrowth.net. Applicant may also contact the Emily Zoning Clerk by phone at 218/763-3793 or by email at: zoning@emily.net.