

**CITY OF EMILY**  
**LAND USE APPLICATION**

**APPLICATION:**

- A. Applicant shall complete Land Use Application and submit to the Zoning Administrator.
- B. Application shall be accompanied by a site plan drawing that is complete with the following minimum information (as close to scale as possible):
  - Size of parcel
  - Location on the parcel of all existing structures, their square footage and distance from all property lines, setbacks (including road, bluff, and shoreline) and each other
  - Location on the parcel of all proposed structures and their square footage, distance from all property lines, setbacks (including road, bluff, and shoreline) and each other
  - Location on the parcel of existing and proposed sewage treatment systems and wells and their distance from property lines, structures and each other
  - Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks
- C. Application shall include drawings showing number of bedrooms in the structure.
- D. Application shall include elevation drawings showing proposed structure height.
- E. Application shall include Sewer Compliance Inspection certificate.
- F. Applicant shall include the signature of the title owner of the property.

**REVIEW:**

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. City Staff will indicate on the application the date that the application is complete. The applicant will be notified where additional information is needed.
- B. The City Staff shall, based on submittals, compute the Land Use Permit Fee. This fee shall be paid by the applicant at the time the application is submitted.

**ACTION:**

In order to obtain a Land Use Permit, the following must happen:

- A. The City Zoning Administrator must review and approve the Sewer Compliance Inspection report.
- B. The City Clerk must verify all current City billings and insure that the applicant is current on all payments.
- C. The Zoning Clerk must insure that the permit fee has been collected.
- D. The Planning and Zoning Administrator must insure that the proposed improvements meet the requirements of the Ordinance.

**PLEASE NOTE:** The City has 60 days in which to review and make a decision on land use applications, although the City strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. Close coordination with the City Staff during the project design phase and submittals that are complete and accurate will help applicants avoid delays. No construction can begin until the permit is complete and approved.

APP # _____
Date _____
Fee _____
(for office use only)

**CITY OF EMILY  
LAND USE PERMIT APPLICATION**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Property Address (E911#) \_\_\_\_\_ Local Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Applicant is: \_\_\_\_\_ Title Holder of Property: *(if not applicant)*

Legal Owner ( ) \_\_\_\_\_

Contract Buyer ( ) (Name) \_\_\_\_\_

Option Holder ( ) \_\_\_\_\_

Agent ( ) (Address) \_\_\_\_\_

Other \_\_\_\_\_ (City, State, Zip) \_\_\_\_\_

Signature of Owner, authorizing application (required): \_\_\_\_\_

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): \_\_\_\_\_

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Property Parcel ID (15 Digit # on Tax Statement) \_\_\_\_\_

Zoning District \_\_\_\_\_ Lake Name \_\_\_\_\_

Will an address assignment (E911#) be needed? \_\_\_\_\_

State nature of request in detail: (What are you proposing for the property? If a new structure, indicate height and foundation type.)

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Approved by the Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## CHECKLIST

- \_\_\_\_\_ Completed application, including signature of property owner
- \_\_\_\_\_ Fee
- \_\_\_\_\_ Sewer Compliance Inspection Report
- \_\_\_\_\_ All current City charges paid
- \_\_\_\_\_ No outstanding violations
- \_\_\_\_\_ Site plan as close to scale as possible with the following information, as a minimum (unless waived by P&Z Administrator):
  - \_\_\_\_\_ Size of parcel and dimensions
  - \_\_\_\_\_ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
  - \_\_\_\_\_ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
  - \_\_\_\_\_ Location on the parcel of existing and proposed sewage treatment systems (ISTS) and wells and their distance from property lines, structures and each other
  - \_\_\_\_\_ Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks

## CITY OF EMILY CONTACT INFORMATION

Zoning Clerk: P.O. Box 68  
Emily, MN 56447

Phone: 218-763-3793  
Fax: 218-763-3893  
Email: zoning@emily.net

Planning and Zoning  
Administrator: Community Growth Institute  
14084 Baxter Drive, Ste #7  
Baxter, MN 56425

Phone: 218-828-3064

Fax: 218-828-3069  
Toll Free: 866-900-3064