

CITY OF New York Mills

M I N N E S O T A

28 Centennial 84 Dr. West Box H 56567 Phone (218) 385-2213 fax (218) 385-2315

**APPLICATION FORM FOR A ZONING PERMIT
ZONING ORDINANCE NO.
(Replaces No. 93 -101.A)
New York Mills, MN 56567**

Applicant Name: _____

Project: _____

Date: _____

BUILDING PERMIT APPLICATION CHECKLIST

City Use Only:
 Permit (circle one)
 Approved / Disapproved

Conditions for Approval _____

Date of decision _____
Date of Final Inspection _____

Signature _____
Comments _____

I. INSTRUCTIONS;

- A. To assist the zoning administrator in determining if your application meets all current zoning requirements, please provide a complete drawing of your plan including the front, side and rear setback footage from property lines. Show all structures, measurements of each (including lot size), and footage between each. Show location of fencing, drainage, off-street parking or paved driveway (if applicable). Space provided on Page 4 of this application.
- B. All boundary surveys and measurements as well as all utility requirements are your responsibility. All dwellings and structures need to be built in accordance with state building codes.
- C. Mark N/A (not applicable) for any topics that do not apply to your project.
- D. There is a fee charged for all permits.
- **E. *NO PERMIT WILL BE ISSUED to any applicant who is delinquent on any municipal utility fees, charges, taxes, special assessments, penalties, interest or other debts or obligations due to the City regarding any matter.*

II. REFERENCES

- A. This is a check list ONLY and does not cover all of the local requirements.
- B. Please read Zoning Ordinance before filling out your application.

III. ZONING DISTRICTS

- A. Location of your project? Either physical address, lot number or nearest street address _____
- B. Legal description/Parcel Number of property upon which project is to be completed. _____

C. Boundaries: Which "ZONING USE DISTRICT" are you seeking approval for in your project? (See attached map)

- _____ RA (Single family dwelling)
- _____ RB (Single family/Two family dwellings or twin homes)
- _____ RBC (Apartment dwellings and commercial)
- _____ C (Commercial)
- _____ CI (Commercial and Industrial)
- _____ I (Industrial)

IV. ZONING DISTRICT REQUIREMENTS

A. Type of structure: _____
Type of footing/foundation/basement: _____
Materials used: _____

Measurements of project: Accessory building measurements:
Length: _____ Length: _____
Width: _____ Width: _____
Height: _____ Height: _____

Cost of Project _____

B. Design and Permit use: Give written explanation of where your project will set on the property, including distance from all property lines. _____

C. Yard Area and Set Back: is your project following the requirements according To the zoning district? _____

Residential listed below:

Front Yard – 30' (Main structure)	Front Yard – 30' (accessory buildings)
Side Yard – 15'*	Side/Rear – 3'
Rear Yard – 25'	*State code requires accessory buildings
*Side Yard setbacks are 10' on	be located at least 10' from dwelling
50' lots such as Hidden Trails subd.	

V. GENERAL REQUIREMENTS

A. Household garbage/refuse disposal plan? _____

B. Fence/screening: does it conform with zoning district requirements? See fencing ordinance page 1. List materials _____

C. Landscaping: for all zones-what is your plan relating to landscaping? _____

D. Abandonments: if your plan involves any type of abandonment cleanup, how will you address this cleanup? _____

E. Licensing and Bonding requirements: list all contractors and license numbers. You must follow all current constructional safety codes. Contractors must be familiar with and comply to the zoning requirements:_____

F. Intended Use: What is the nature or intended use of the premises?_____

Will the use be for business or personal use?_____

If a Home Occupied Business, what percentage of the premises will be used for business purposes? _____

VI. ADMINISTRATION

A. Permit applications are secured through the City Clerk.

B. Non-compliance/rejected permits may be referred to Zoning Committee for consideration at its regular meeting.

C. Conditional Use Permit and/or Variance applications will require Zoning Committee review as well as City Council action after a public hearing. Form is available from the City Clerk. Additional fees apply.

D. Utilization and application of this form is not intended to cover ALL aspects of the zoning ordinance. It is only a means to expedite the process. You may be asked to produce more information or appear before the City Council or Zoning Commission at a public meeting, if a ZONING VARIANCE or CONDITIONAL USE permit is being requested. Additional charges may apply to cover administrative costs.

By signing below, I agree to allow the Zoning Administrator, or his or her agent/s, the right at all reasonable times, to enter upon my private property for the purpose of administration and enforcement of the Zoning Ordinance. This includes the right to conduct inspections, investigations, sampling, test borings and other actions necessary in determining the approval or disapproval of this application.

Further, by signing below, I agree to contact the City Office upon completion of my project, if approved, to verify that the project has been completed to the specifications stated and approved herein, and allow the Zoning Administrator to make a final inspection of the project.

Applicant Signature:_____ Date:_____

Address:_____

Daytime Phone#_____ Evening Phone#_____

Sketch your proposed project, including front, side and rear setback footage from property lines. Include all structures, dimensions, and footage between each. Also show location and measurements of any fencing, drainage, off-street parking or paved driveway. Draw a view from the front of your proposed project, showing the elevation, or height of the structure.

Sq. footage of impervious surface _____
(Impervious surface includes all structures, decks, driveways, patios, etc. on lot)