EMMET COUNTY, IOWA
ZONING COMPLIANCE PERMIT

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

Steve Hallgren, Zoning Administrator – (712-260-0913 *Emmet County Assessor's Office – (712) 362-2609*
Emmet County Engineer – (712) 362-4846 *Emmet County Public Health, Wells & Septic – (712) 362-2490*

PROPERTY OWNER INFORMATION

Name: _____ Cell Phone: _____

Address: _____

E911 Street Address of Project: _____

Email: _____

APPLICANT (If other than PROPERTY OWNER)

Name: _____ Cell Phone: _____

Address: _____

Email: _____

☐ Builder ☐ Contractor ☐ Other _____

SPECIAL NOTE: THE LOCATION OF PROPERTY LINES & EASEMENTS IS THE SOLE RESPONSIBILITY OF THE PROPERTY OWNER. EMMET COUNTY DOES NOT AND WILL NOT LOCATE PROPERTY LINES OR EASEMENTS. THE COUNTY ACTS ON INFORMATION PROVIDED ON THIS FORM. INACCURATE INFORMATION ON THIS FORM CAN RESULT IN PERMIT NON-ISSUANCE, REVOCATION, AND/OR LEGAL ACTION. IT IS RECOMMENDED A LICENSED LAND SURVEYOR BE USED TO ESTABLISH THE LOCATION OF PROPERTY LINES.

LEGAL DESCRIPTION Qtr _____ Qtr_____ Sec_____ Township _____ Range _____
or Subdivision_____ Block _____ Lot _____

DETAILED DESCRIPTION OF THE PROJECT

What do you want to build? Describe in detail: _____

_____

_____

Is this property is considered to be farmland, farm house, farm barns, farm outbuildings or other buildings/structures primarily adapted for **agricultural purposes?** _____ YES _____ NO *If YES, then provisions of these zoning regulations DO NOT APPLY*

Is this property located in a **floodplain?** _____ YES _____ NO _____ DO NOT KNOW *If DO NOT KNOW, then reference the FEMA National Flood Hazard Layer Viewer at https://experience.arcgis.com/experience/9d22cdae8b7542b88e0d555a3eb92949*
NOTE: Being an agricultural exempt property from zoning does not preclude agricultural properties from floodplain regulations

CONSTRUCTION INFORMATION

Est. Start Date: _____ Est. Completion Date: _____ Project Cost: $_____ Zoning Designation: _____

General Contractor (Name, Phone & Email): _____

Plumbing (Name, Phone & Email): _____

Electrical (Name, Phone & Email): _____

Excavating (Name, Phone & Email): _____

For New Construction/Building Addition/Accessory Building (garages/sheds) Projects:

Size of Bldg./Structure: ____ ft. X ___ ft. Height of Bldg./Structure: ____ ft. Foundation Depth _____ ft. Number of Parking Stalls: _____

For Fence/Wall/Retaining Wall Projects:

Location: ___ Front Yard ___ Rear Yard ___ Side Yard Height: _____ ft. Length: ____ ft. Width:____ ft. Distance to property line: _____ ft.

For Deck/Patio/Steps/Ramp Projects:

Location: ___ Front Yard ___ Rear Yard ___ Side Yard Height: _____ ft. Length: ____ ft. Width:____ ft. Distance to property line: _____ ft.

YARD MEASUREMENTS (Setback Distances from Property Lines)

NOTE: Please do not mark with X's. Must be measurements (in feet) from the property lines

Front Yard (from proposed building/structure to front lot line) _____ft. Right Side to side property line _____ft. (as applicable)

Rear Yard (from proposed building/structure to rear lot line) _____ft. Left Side to side property line _____ ft (as applicable)

TYPE OF CONSTRUCITON OR PROJECT Check ALL that Apply:

___ New Construction ___ Bldg. Addition ___ Accessory Bldg. (shed/garage) ___ Demolition ___ Moving ___ Fence
___ Residential ___ Commercial ___ Industrial ___ Recreational ___ Government/Public ____ Egress Window
___ Single Family Dwelling ___ Duplex Dwelling ___ Multi-Family Dwelling ___ Other Project: _____

PLEASE CONTINUE ON THE BACK PAGE

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SITE PLAN _____ SITE PLAN ATTACHED WITH THIS APPLICATION *(check for attached site plan prepared as specified below)*

New construction single family residential, multiple family residential, civic, commercial, and industrial projects **should provide architectural drawings, property survey or plot plan** along with the application. Smaller project site plans should include:

- ✓ Draw the lot showing lot measurements. Lot measurements may be obtained from the Emmet County Beacon website. Please see: https://beacon.schneidercorp.com/Application.aspx?AppID=15&LayerID=121&PageTypeID=2&PageID=231
  Note: It is the property owner's responsibility to locate property lines.
- ✓ Show all existing and proposed new buildings or structures with dimensions of all new building or structures
- ✓ Show the distance between all existing and proposed buildings and the nearest lot or property lines
- ✓ Label adjacent streets and any easements as applicable. Use directional arrow to indicate north.
- ✓ 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
- ✓ The county reserves the right to require additional information necessary to review the proposed project

ZONING PERMIT FEES

Zoning review of all compliance permit applications will be a minimum of $505 (ag is exempt) to cover administrative fees for review. Permit fees are to be paid at the time the permit application is submitted to Emmet County. **PERMIT FEE SHALL DOUBLE IF CONSTRUCTION STARTS BEFORE A PERMIT IS APPROVED**.

$10,000 in valuation or less = $50.00 $20,001-$100,000 in valuation = $175.00
$10,001-$20,000 in valuation = $100.00 $100,001 or more in valuation = $275.00
Fence Permit - $50 Sign Permit - $50.00 Temporary Use Permit - $50.00

REQUIRED COUNTY PERMITS OTHER THAN ZONING

- 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.
- E911 Address Permits, Utilities Permits, Driveway & Field Entrance Permits, & ROW 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.

ADDITIONAL INFORMATION AND DISCLOSURE

RETURN COMPLETED AND SIGNED APPLICATION TO THE EMMET COUNTY ASSESSOR'S OFFICE AT 609 1ST AVE N, ESTHERVILLE. IT IS THE APPLICANT'S RESPONSIBILITY TO NOTIFY IOWA ONE-CALL (1-800-292-8989 OR 811) BEFORE ANY EXCAVATION BEGINS. NO PERMIT WILL BE ISSUED ON THE SPOT. THE ZONING ADMINISTRATOR MAY REQUIRE A CONFERENCE BEFORE ISSUANCE.

ACKNOWLEDGEMENT & SIGNATURE

The applicant, by signing, acknowledges and agrees to the conditions of this permit; and that the provisions of the Emmet County Zoning Ordinance may be applicable to the submitted project. I hereby will defend, indemnify, protect, and hold harmless Emmet County and its employees from any and all liability from any claim or cause of action which any person may claim to have by reason of any actual or alleged failure on the part of the undersigned applicant to comply with the terms and provisions thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true, and correct. All laws and ordinances governing this type of work shall be adhered to whether specified herein or not. I agree and will provide notification of any change prior to construction. The granting of this permit does not presume to give authority to violate or cancel the provision of any other state or local laws regulating construction. This permit allows construction of the proposed building/structure as noted on the application and any submitted documentation. Unauthorized changes to this permit, or use of property, as presented will render this permit null and void.

Signed: _____ Date: _____
Property Owner

Signed: _____ Date: _____
Contractor, Applicant, or other Authorized Representative (if Owner is not completing the work)

EMMET COUNTY OFFICE USE ONLY

Reviewed/Approved by: _____ Date: _____
Zoning Administrator or Authorized Representative

Approved ☐ Denied ☐ Agricultural Exempt ☐
Permit Requires: Variance ☐ Conditional Use ☐ Change of Zoning Classification ☐

Copy sent to County Assessor on: _____ Copy sent to Applicant on: _____

Zoning Permit Fee Paid: ☐ Yes ☐ No ☐ NA – Ag Exempt

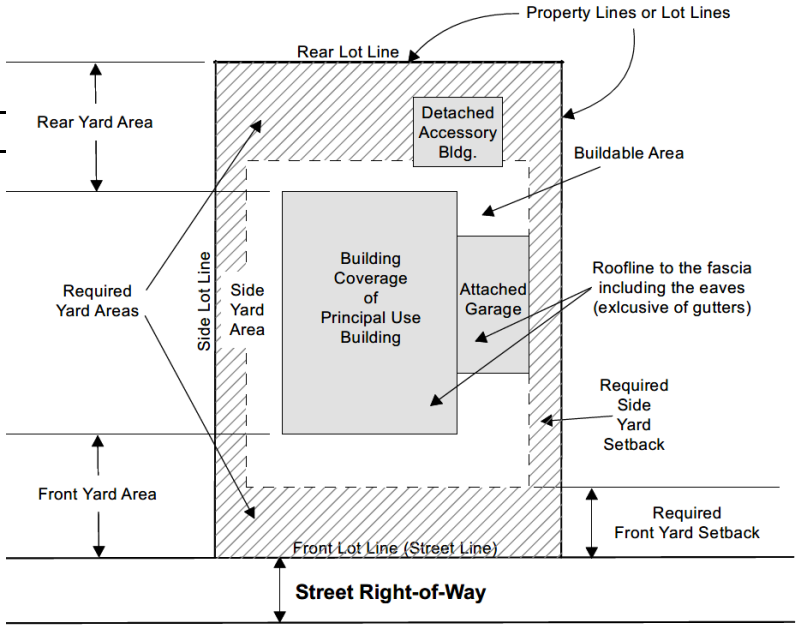
REVIEW COMMENTS

EMMET COUNTY ZONING COMPLIANCE PERMIT

Emmet County Zoning - Site Plan

Applicant: _____

Address: _____

Please Submit below a sketch plan showing the actual shape and dimensions of the lot on which the construction will take place

1. Show streets or highways, with names, if any on proper sides of the lot or parcel
2. Show property lines and dimensions of the lot or parcel
3. Show locations of any existing and proposed new structures, and their distances from the lot lines
4. Show locations of any existing and proposed accessory buildings (if any), and their distances from the main building and lot lines
5. Show locations of utility and other permanent easements
6. Show details of fences, shrubs, walls or other devices used for screening (if applicable)