

INSTRUCTION SHEET – APPLICATION FOR LAND USE PERMIT – CITY OF GILBERT, MN

A COPY OF A CERTIFIED SITE SURVEY IS HIGHLY RECOMMENDED WITH ALL PERMITS.

The Planning & Zoning Department may request that you get a certified site survey if they deem it necessary for the proper enforcement of the Zoning Code. The application for a land use/building permit must be carefully completed according to the following instructions. Incomplete applications will be returned to the applicant. Please print or type. Return completed application to the City Clerk's office with appropriate fee. Application will not be processed until fee is paid.

ITEM 1. APPLICANT/OWNER

Enter the name, address and telephone number of the applicant/owner.

ITEM 2. CONTRACTOR'S NAME

Enter the name, address and telephone number of contractor (if applicable).

ITEM 3. LEGAL DESCRIPTION

Enter complete legal description of the property as it is given on the title or tax statement.

ITEM 4. BUILDING DESCRIPTION

Indicate if the building is new or an addition. Indicate dimensions of house, garage, or addition.

ITEM 5. PROPOSED LAND USE

Describe proposed land use of your property.

ITEM 6. TOTAL COST OF IMPROVEMENT

Indicate total cost of all aspects of the improvement.

ITEM 7. SETBACKS

Indicate proposed setbacks for all structures from property lines.

ITEM 8. SIGNATURE OF APPLICANT

Sign and date.

ITEM 9. FEE

Fee can be paid at Clerk's office, City Hall, Gilbert, Minnesota.

(WHEN APPROVED, A COPY OF THE PERMIT WILL BE MAILED TO THE ADDRESS INDICATED IN ITEM 1.)

ITEM 10. SITE PLAN

The intent of this sketch is to graphically illustrate the information included in this application. Please use the attached graph paper for your sketch. All information requested must be included on your sketch. Label all distances and dimensions as measured in feet. Please refer to sample sketch attached to this instruction sheet. Include the following information:

1. Show the size and shape of your property. Dimension all property lines with the correct distances.
2. Show the location of the proposed structures or additions in relation to your property lines. Show distances from your property line to nearest portion of the structure or addition.
3. Show the dimensions of your proposed structure or addition.
4. Show the approximate location of all other structures on your property and label each (house, garage, shed, etc.).

PERMIT NUMBER _____

APPLICATION FOR LAND USE/BUILDING PERMIT

A copy of a certified site survey is highly recommended with all permits.

City of Gilbert – Box 548 – Gilbert, MN 55741

1. APPLICANT/OWNER ADDRESS TELEPHONE

2. CONTRACTOR'S NAME ADDRESS TELEPHONE

3. LEGAL DESCRIPTION:
ADDITION _____ BLOCK _____ LOT(S) _____
PARCEL ID NUMBER _____

4. BUILDING DESCRIPTION:
NEW _____ ADDITION _____ OTHER _____
HOUSE _____ GARAGE _____ COMMERCIAL _____

5. PROPOSED LAND USE:

6. TOTAL COST OF IMPROVEMENT:
\$ _____

7. SETBACKS:
FRONT _____ REAR _____ SIDE _____ SIDE _____

8. SIGNATURE OF APPLICANT: _____ DATE _____

9. FEE \$ _____ DATE _____ CLERK _____

WHEN APPROVED (IN THIS SPACE) THIS IS YOUR PERMIT

ZONING ADMINISTRATOR _____ DATE _____

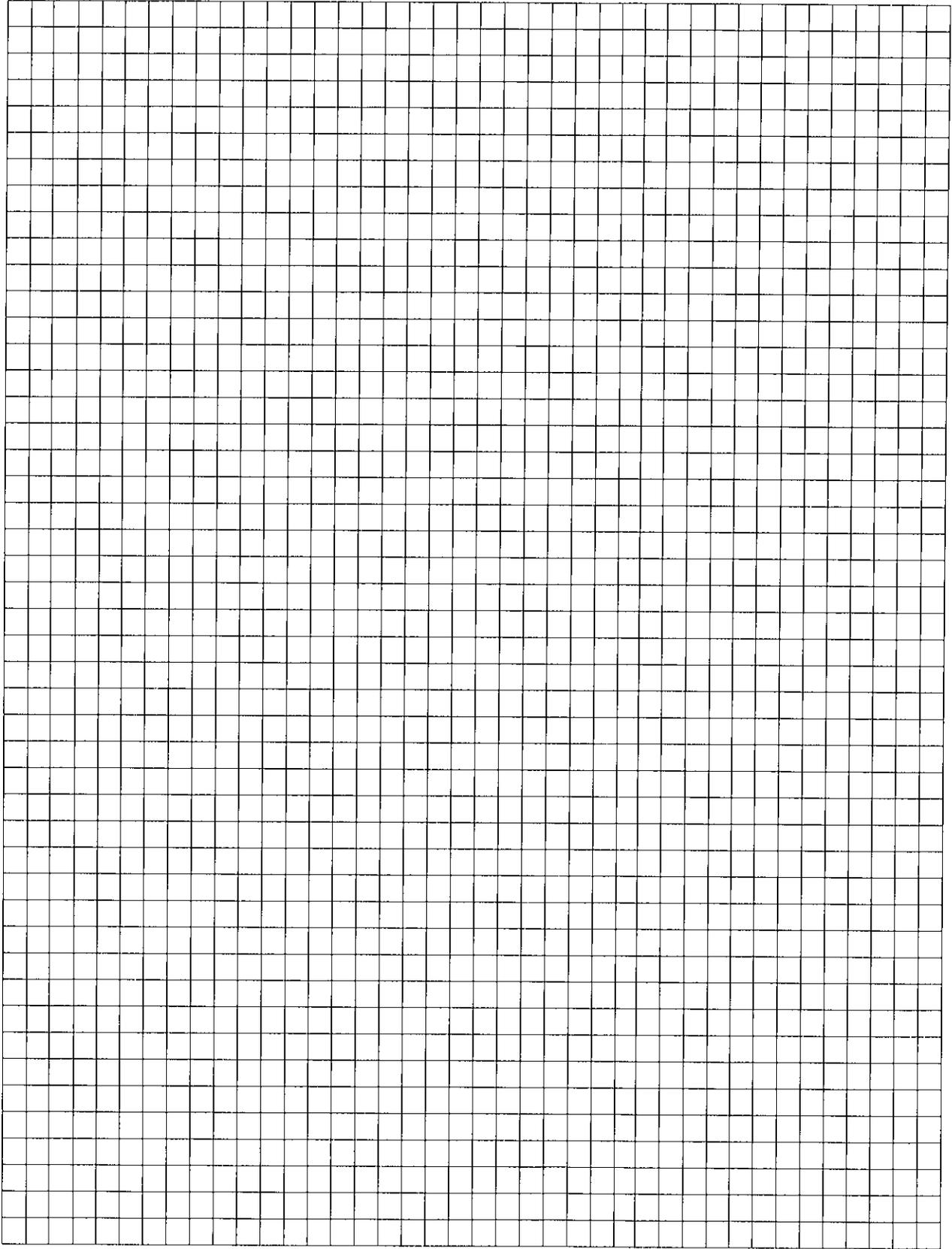
PERMIT EXPIRES IF WORK IS NOT STARTED WITHIN ONE YEAR FROM DATE APPROVED

CERTIFICATE OF COMPLIANCE

HAVING INSPECTED THE ABOVE NAMED PREMISES TO DETERMINE THAT CONSTRUCTION AND/OR LAND USE HAS BEEN UNDERTAKEN IN COMPLIANCE WITH THE ABOVE APPLICATION AND IN CONFORMITY WITH THE ZONING ORDINANCE AND OTHER PERTINENT ORDINANCES, PERMIT AUTHORIZING USE OF PROPERTY FOR THE PURPOSE LISTED IS GRANTED.

ZONING ADMINISTRATOR _____ DATE _____

SCALE: EACH GRID EQUALS _____ FEET



Planning & Zoning Permit Fees

Building Permit Fees:

- \$20.00 – Miscellaneous projects, decks, fences, sheds etc.
- \$100.00 – Garages
- \$250.00 – Homes
- \$500.00 – Commercial Projects

Variance Fee - \$100.00

Conditional Use Permit Fee - \$100.00

Amendment of Ordinance or Zoning Map Fee - \$250.00

*Adopted at the Regular Council Meeting of December 8, 2009 to be effective January 1, 2010.

**APPENDIX A: TABULATION OF DISTRICT PROVISIONS
AND DIMENSIONAL REQUIREMENTS**

| <i>Requirement</i> | <i>R-1 District</i> | <i>R-2 District</i> |
|--|---|---|
| <i>Building Heights (Maximum):</i> | | |
| Allowable stories | 2-1/2 or 35 feet | 2-1/2 or 35 feet |
| Maximum height in feet, principal structure | 35 feet | 35 feet |
| Maximum height in feet, accessory structure | 15 feet | 15 feet |
| <i>Lot Area Requirements:</i> | | |
| Required minimum total lot area | 9,000 square feet, public sewer | 6,000 square feet, public sewer |
| | 1 acre (43,560 square feet), private sewer | 1 acre (43,560 square feet), private sewer |
| Required minimum lot area per dwelling unit | First unit - 9,000 square feet, public sewer | First unit - 1 acre (43,560 square feet), private sewer |
| | Each additional unit - 2,000 square feet, public sewer | Each additional unit - 1/4 acre (10,890 square feet), private sewer |
| | First unit - 1 acre (43,560 square feet), private sewer | First unit - 6,000 square feet, public sewer |
| | Each additional unit - 1/4 acre (10,890 square feet), private sewer | Each additional unit - 2,000 square feet, public sewer |
| Lot width at building line (minimum frontage) | 75 feet | 50 feet |
| Lot depth (minimum) | 120 feet | 120 feet |
| Allowable percentage of lot coverage (all structures) | 35% | 50% |
| <i>Yard Setbacks (Minimum Requirements):</i> | | |
| Front: building line to street line | 20 feet | 25 feet |
| Side: building line to lot line (minimum 5-foot separation from principal structure is required) | 10 feet | 8 feet |
| Rear: building line to lot line | 40 feet | 35 feet |
| Rear: detached accessory structures | 5-foot setback required where alley accessory exists; 2-1/2 all other cases | Same as R-1 |
| Corner: building line to either street line of intersecting streets | Front yard setback required for both yards abutting streets | Front yard setback required for both yards abutting streets |

Gilbert - Land Usage

public streets. No area used by motor vehicles other than driveways serving as ingress and egress to the commercial site shall be located within the public street right-of-way. All driveways to or from public streets shall be subject to the following restrictions:

(a) *Driveway widths; measurement between roadway edges.*

| <i>Type</i> | <i>Maximum Feet</i> | <i>Minimum Feet</i> |
|-------------|---------------------|---------------------|
| One-way | 18 | 12 |
| Two-way | 23 | 22 |

(b) *Minimum driveway angle to street.* Thirty degrees when street is one-way or divided; otherwise 60 degrees;

(c) *Minimum distance between driveways.* Twenty feet between roadway edges measured along street curb line; and

(d) *Minimum distance of driveway from street intersections, measured along street curb line between nearest driveway edge and intersecting street curb line.*

| <i>If the driveway enters a street classified as a</i> | <i>and the intersecting street is classified as a</i> | <i>and the driveway enters a lane approaching or leaving the intersection</i> | |
|--|---|---|-----------------|
| | | <i>Approaching</i> | <i>Leaving*</i> |
| Minor street | Minor street, collector street, or minor arterial | 15 feet | 15 feet |
| | Major Arterial | 20 feet | 15 feet |
| Collector street | Minor street | 20 feet | 15 feet |
| | Collector, minor arterial | 25 feet | 15 feet |
| | Major arterial | 35 feet | 20 feet |
| Major arterial | Minor street | 20 feet | 15 feet |
| | Collector, minor arterial | 25 feet | 15 feet |
| | Major arterial | 40 feet | 20 feet |

NOTES TO TABLE:

* - Minimum distance to be the same as that specified for approaching lane if left turns are permitted into or out of driveway.

(G) *General regulations.* Additional regulations applicable to the C District are set forth in §§ 152.040 through 152.050.

(1985 Code, § 11.08) (Ord. passed 10-26-1993) Penalty, see § 10.99