

**CITY OF FORADA**  
**Land Use/Zoning Permit Application**

Site Address (E-911#):

Parcel Number (9 digits):

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**Legal Description** (Lot, Block & Subdivision Name or attach full legal description):

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**E911 Address Needed?** Yes ☐ No ☐

**Property Owner Info:**

Name:		
Mailing Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Fax Number:

**Applicant Info:**

Name:		
Mailing Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Fax Number:

Applicant Is: ☐ Owner ☐ Licensed Contractor ☐ Design Prof. ☐ Contract Buyer ☐ Other: \_\_\_\_\_

**Type of Improvement(s) – check all that apply:**

<input type="checkbox"/> Addition	<input type="checkbox"/> Build New	<input type="checkbox"/> Demolish	<input type="checkbox"/> Move	<input type="checkbox"/> Deck or Patio
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Shoreland/Landscaping	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Re-zoning	<input type="checkbox"/> Variance

<b>Structure #1</b>		<b>Structure #2</b>		<b>Structure #3</b>	
<b>Type of Structure:</b>	<b>Use:</b>	<b>Type of Structure:</b>	<b>Use:</b>	<b>Type of Structure:</b>	<b>Use:</b>
Dwelling	Residential	Dwelling	Residential	Dwelling	Residential
Storage Building	Industrial	Storage Building	Industrial	Storage Building	Industrial
Detached Gar.	Commercial	Detached Gar.	Commercial	Detached Gar.	Commercial
Attached Gar.	Other	Attached Gar.	Other	Attached Gar.	Other
Open Deck	<b>Foundation:</b>	Open Deck	<b>Foundation:</b>	Open Deck	<b>Foundation:</b>
Roofed Deck	Full Bsmnt	Roofed Deck	Full Bsmnt	Roofed Deck	Full Bsmnt
Enclosed Porch	Partial Bsmnt	Enclosed Porch	Partial Bsmnt	Enclosed Porch	Partial Bsmnt
Patio	Slab-on-Grade	Patio	Slab-on-Grade	Patio	Slab-on-Grade
Other	Piers	Other	Piers	Other	Piers
	Other		Other		Other
Footprint (sq ft) _____	<b>Plumbing in Building?</b>	Footprint (sq ft) _____	<b>Plumbing in Building?</b>	Footprint (sq ft) _____	<b>Plumbing in Building?</b>
Total Floor Space _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total Floor Space _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total Floor Space _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Height (ft) _____	If Yes:	Height (ft) _____	If Yes:	Height (ft) _____	If Yes:
Roof Pitch _____	<input type="checkbox"/> City sewer	Roof Pitch _____	<input type="checkbox"/> City sewer	Roof Pitch _____	<input type="checkbox"/> City sewer
Eave Width (ft) _____	<input type="checkbox"/> Private	Eave Width (ft) _____	<input type="checkbox"/> Private	Eave Width (ft) _____	<input type="checkbox"/> Private
Estimated Cost:		Estimated Cost:		Estimated Cost:	
\$ _____		\$ _____		\$ _____	

**Describe the Proposed Improvement/Project** (note type of structure(s), number of stories, any associated grading or landscaping associated with the project, and other relevant info not already mentioned):


<b>Contractor:</b>		MN License Number:
Mailing Address:		
City	State:	Zip Code:
Business Phone:	Cell Phone:	Fax Number

<b>Design Professional/Architect:</b>		MN License Number:
Mailing Address:		
City	State:	Zip Code:
Business Phone:	Cell Phone:	Fax Number

<b>Excavator:</b>		Contact Person:
Mailing Address:		
City	State:	Zip Code:
Business Phone:	Cell Phone:	Fax Number

<b>Plumbing Contractor:</b>		Contact Person:
Mailing Address:		
City	State:	Zip Code:
Business Phone:	Cell Phone:	Fax Number

<b>Heating Contractor:</b>		Contact Person:
Mailing Address:		
City	State:	Zip Code:
Business Phone:	Cell Phone:	Fax Number

Signature of Applicant*: _____	Date: _____
Signature of Title Holder* (required): _____	Date: _____

\* By signing, the applicant or agent hereby makes application for a permit to construct as herein specified, agreeing to do all such work in strict accordance with all City of Forada and other applicable ordinances or federal and state laws. Applicant or agent agrees that site plan, sketches, and other attachments submitted herewith and which are approved by the City are true and accurate, and shall become part of the permit. Applicant or agent agrees that, in making said application for a permit, applicant grants permission to Forada's designated zoning inspection officials, at reasonable times during the application process and thereafter, to enter applicant's premises covered by said permit, to determine the feasibility of granting said permit or for compliance of that permit with any applicable City, state, or federal ordinances or statutes. Applicant or agent understands that it is applicant's sole responsibility to contact any other federal, state, county or local agencies to make sure applicant has complied with all relevant Municipal, State, Federal or other applicable laws concerning applicant's project described above.

\*\*\*\*\* (for office use only) \*\*\*\*\*

**Permit Approval:**

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_ Zoning District \_\_\_\_\_  
 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Notes:

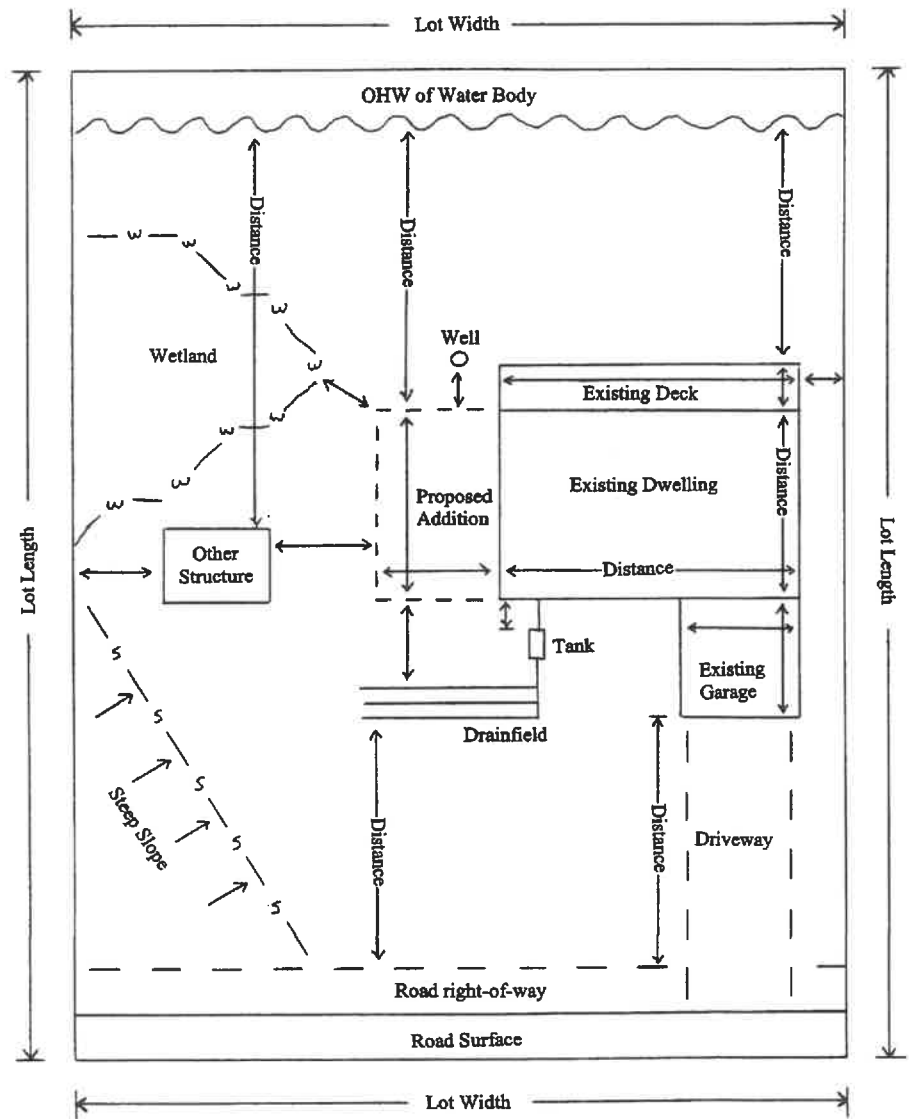
## SKETCH DRAWING INSTRUCTIONS

A sketch of your site plan is a required part of the permit application. Please attach on a separate sheet of paper.

### EXAMPLE SKETCH:

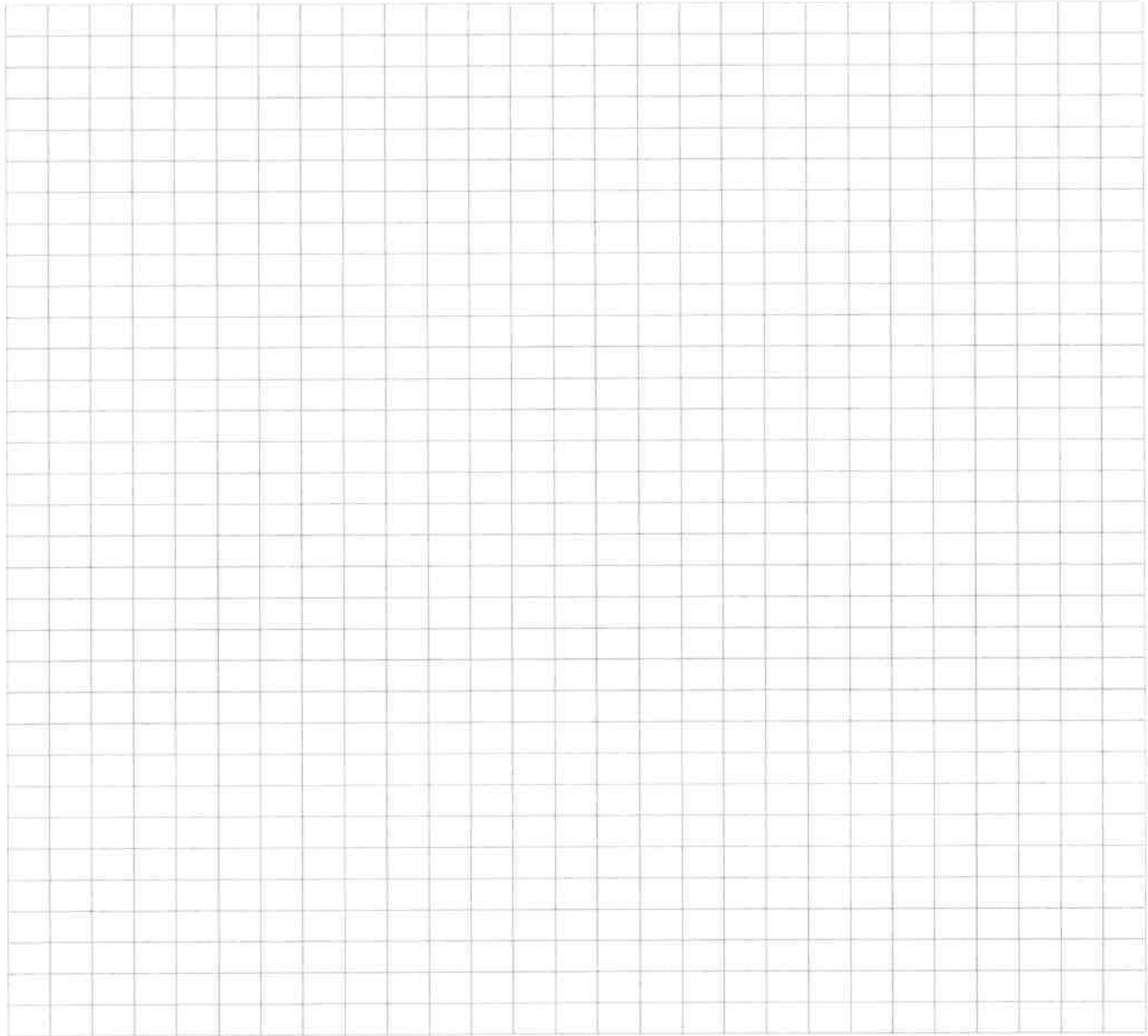
#### Required Information:

- ☐ North arrow
- ☐ Lot dimensions and size
- ☐ Waterbodies and wetlands
- ☐ Roads, right-of-ways, driveways and parking areas
- ☐ Existing Easements
- ☐ Existing structures, with outside wall dimensions
- ☐ Proposed structures, with outside wall dimensions
- ☐ All impervious (i.e. hard surfaced) structures not already identified (i.e. driveways, decks, patios, sidewalks, retaining walls, areas underlain with landscape fabric, etc...). Show dimensions.
- ☐ Private well and septic system location, if applicable
- ☐ Steep slopes and direction of slope, if applicable
- ☐ Setback distances from existing and proposed structures to lot lines, waterbodies, private sewers, wells, and road.
- ☐ Other information that may be necessary or required by the Zoning Administrator to describe your proposed improvement. These may include:
  - ☐ Slope information (elevation contours)
  - ☐ Professionally delineated wetland boundaries (contact Douglas Co. Soil & Water Conservation District)
  - ☐ Professional survey of all impervious surfaces (generally required when estimated impervious surface coverage is very close to the appropriate limit) or of property boundaries/lot size.



**REQUIRED LOT SURVEYS:** The Zoning Administrator will determine whether you are required to submit a property line survey. Generally, if your proposed structure will be within 1.5 times the minimum required setback, or when it is otherwise unclear whether you will meet a required setback, a property line survey will be required. If you already have had a property line survey completed, please submit a copy as part of your application to determine whether it is sufficient to avoid the need for another survey.

## SKETCH DRAWING



### Impervious Surface Calculation

<u>List all <b>existing structures*</b> or other improvements on the property and their outside dimensions</u>		<u>List all <b>proposed structures*</b> or other improvements on the property and their outside dimensions:</u>	
Type of Structure or Improvement	Footprint – incl. eaves (sq ft)	Type of Structure or Improvement	Footprint – incl. eaves (sq ft)
1.			
2.			
3.			
4.			
5.			
<b>Total</b>		<b>Total</b>	

**\*Note:** Include all roofed structures (including eaves), patios, decks, driveways, parking areas, retaining walls, stairways, sidewalks, propane tanks, landscaping underlain with fabric/plastic, etc...

**Total Lot Size** = \_\_\_\_\_ sq ft or acres

**Total Impervious Coverage** (Total Impervious / Total Lot Size) \* 100 = \_\_\_\_\_%

**CITY OF FORADA LAND**  
**USE/ZONING**  
**APPLICATION**

**APPLICATION:**

Applicant shall complete **Land Use/Zoning Permit Application** and submit to the City.

- Land Use Permits shall be issued for all new structures and any structural changes to existing structures, except detached decks/patios and structures not on a permanent foundation that are on a property no longer than thirty (30) days. Permits shall also be required for any grading and filling of land not exempted by this ordinance. No person shall construct an addition, new structure, deck/patio, landscaping, shoreland change, or accessory structure prior to applying for and receiving a Land Use Permit.
- Lot corners shall be visible on the lot. The Zoning Administrator may require a new survey when stakes are not visible or have been removed through erosion, construction or other action and require that a new certificate with existing and recorded dimensions shall be provided. If survey monuments are not clearly available to establish the property boundary, a survey may be required when a structure is proposed to encroach within 150% of a side or front setback or within 110% of a bluff setback.
- The City shall not accept applications where the applicant has past due fees or charges due to the City or the County until the account is made current.
- No applications shall be accepted by the Zoning Administrator from a contractor or property owner having outstanding violations. Permits can only be issued to contractors or property owners with outstanding violations by majority vote of the Planning Commission after the violation has been resolved to the satisfaction of the Planning Commission.
- Unless extended by the Zoning Administrator, where a Land Use Permit has been issued but no action has occurred within 12 months, the Land Use Permit shall be null and void. Exterior work on the structure shall be complete in 24 months from the issuance of the Land Use Permit. The time limit may be extended up to six months by the Zoning Administrator for good cause. A second extension shall be decided by the Planning Commission.
- Granting of a Land Use Permit shall occur when all requirements of this Chapter have been met, but shall not be considered a statement of compliance with regional, State or Federal codes, statutes or laws or approval of the design of the structure or accessories, or description of the property. Subsequent actions of the Zoning Administrator shall not be considered acceptance of structural components or workmanship, but rather shall be for the purpose of determining general compliance with this Chapter.
- If the Zoning Administrator determines that any violation of the permit or other section of the Ordinance has occurred, the permit shall become null and void.
- In evaluating all variances, zoning and land use permit applications, or conditional use requests, the zoning authority shall require the property owner to address, when appropriate, storm water runoff management, reducing impervious surfaces, increasing setback, restoration of wetlands, vegetative buffers, sewage treatment and water supply capabilities, and other conservation-designed actions.
- **Minimum Dwelling Requirements:** A dwelling on a parcel of land in most zoning districts must meet the width and depth requirement as specified in the Land Use Ordinance, which can be found on the city website: [www.foradacity.com](http://www.foradacity.com) under Ordinances: 46, 62A and 62B.

**REVIEW:**

1. All applications are to be submitted to the City Office in person at 10991 Toby's Ave SE (there is a drop box at City Office) or by mail at 10991 Toby's Ave SE, Alexandria, MN 56308. Fees are due at the time of application.
2. The application will be initially reviewed for completeness by the City. If incomplete, the application will be returned to you for additional information.
3. The application will be reviewed by the City Council to determine whether it meets the requirements of the City ordinances.
4. The applicant will be notified when the application is approved (please allow up to two weeks for approval – actual review time may be less).

**ACTION:**

In order to obtain a Land Use/Zoning Permit, the following may be required:

1. Two (2) sets of construction plans.
2. A verification of connection to a central sewage treatment system.
3. City staff may verify that there are no outstanding violations on the property and that any conditions of a previously granted conditional use permit or variance have been met.
4. City staff must ensure that the permit fee has been collected.
5. The Zoning Administrator must ensure 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.