

EUREKA TOWNSHIP

BUILDING PERMIT APPLICATION

Eureka Township / 25043 Cedar Avenue, Farmington MN 55024
Office: (952) 469-3736 / Fax (952) 469-5525

SITE INFORMATION Eureka Township		PIN#		Permit#
Site Address:		City		Zip
PROPERTY OWNER INFORMATION				
Name		Email		Phone
Address		City	State	Zip
APPLICANT/CONTRACTOR INFORMATION				
Applicant Name			License Number	
Contact Person		Email		
Address		City	State	Zip
Cell Phone		Day Time Phone		Fax
TOWNSHIP / LOCAL GOVERNMENT				
Permit complies with the Wetland Conservation Act subject to the following conditions:				
<input type="checkbox"/> Dakota County Shoreland/ Letter or Permit		<input type="checkbox"/> Vermillion River Watershed/ Letter or Permit		Date
PLEASE INDICATE PROJECT TYPE			PROVIDE THE FOLLOWING FOR NEW HOME AND AS NEEDED	
<input type="checkbox"/> Residential or <input type="checkbox"/> Commercial / Industrial			<input type="checkbox"/> Signature from Township on Building Permit Application	
<input type="checkbox"/> New Home Construction	<input type="checkbox"/> Private Dog Kennel		<input type="checkbox"/> Building Plans (Cross Section, Elevations, Floor Plan) – 2 copies	
<input type="checkbox"/> Deck	<input type="checkbox"/> Public Utility Structure		<input type="checkbox"/> Heat Loss, Combustion Air & Make-up Air Calculations– 2 copies	
<input type="checkbox"/> Accessory Bldg/Pole Shed	<input checked="" type="checkbox"/> Signs*		<input type="checkbox"/> Energy Certificate – 2 copies	
<input type="checkbox"/> Remodel	<input type="checkbox"/> Govt Bldg/Facility*		<input type="checkbox"/> Driveway Permit (Required for access to State, County, Twp. Roads)	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Church/Religious Bldg*		<input type="checkbox"/> Survey / Detailed Site Plans – 2 copies	
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Solar Energy*		<input type="checkbox"/> Erosion and Sediment Control Plans	
<input type="checkbox"/> Moving a Building	<input type="checkbox"/> Communication Tower*		<input type="checkbox"/> Complete Septic Design	
<input type="checkbox"/> Aircraft Hangar	* CUP also required		<input type="checkbox"/> New Home Checklist	
<input type="checkbox"/> Other:				
Estimated Cost of Labor & Materials:				
Project Description:				

Applicant hereby agrees that, upon issuance of this permit, all work shall be done and all materials used shall be in compliance with all applicable township, city and county ordinances. The applicant agrees to abide by all zoning regulations and to utilize this structure for its permitted use. Signature of this application by the legal property owner or owner's representative is required and authorizes the Township Zoning Administrator or designee and the Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice.

The property owner agrees to pay all plan review fees even if he/she chooses not to proceed with the work. Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection will be subject to penalty.

Signature of Applicant:	Date:
Printed name of Applicant:	

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Township Use Only

The property has an existing: CUP IUP Nonconforming registration

Applicant is requesting a 60-day extension until: _____

Zoning Administrator: _____ Date: _____
 Complete Date: _____ Incomplete Notification sent: _____
 Application Fee \$ _____ Paid on _____ Receipt # _____ Check # _____
 Notes:

Planning Commission: _____ Date: _____
 Recommendation to Town Board: Approve Deny
 Notes:

Town Board: _____ Date: _____
 Approved Denied
 Notes:

FEES AND ESCROWS	
Permit Valuation	\$
Site Inspection	\$
Land Use Permit	\$
Septic Permit	\$
Plumbing Permit	\$
-State Surcharge	\$
Mechanical Permit	\$
-State Surcharge	\$
Building Permit	\$
-State Surcharge	\$
Plan Review	\$
Penalty / Other	\$
Total Fees	\$

Building Official Approval:

Signature Date

Occupancy Type: _____

Construction Type: _____

Code Used: _____

Building Sprinkled Yes No

Total Fees Paid on _____ Receipt # _____ Check # _____

APPLICATION INSTRUCTIONS

Sign permits shall not be required for the following:

1. Name and address – up to two (2) signs indicating address, number and/or name of occupants of the premises, that do not exceed ten (10) sq. ft. in area per side, and do not include any commercial advertising or other identification.
2. Decals – decals affixed to windows/door glass panels indicating membership in a business group or identifying credit cards accepted at the establishment.
3. Flags, emblems and insignia of government agencies, religious, charitable, public or non-profit organizations – subject to the following requirements:
 - No single flag shall exceed forty (40) sq. ft. in area.
 - If the total area of all flags exceeds seventy-two (72) sq. ft., the excess area shall be included in the on-premises, free-standing sign area calculations for the parcel.
 - Flag poles shall not exceed forty (40) ft. in height.
 - Wall-mounted flags, emblems, insignias or logos shall be limited to one per parcel and shall not exceed forty (40) sq. ft. in area.
4. Handicapped parking space – signs not exceeding two (2) sq. ft. in areas reserving parking for handicapped individuals.
5. Private Drive signs – limited to one (1) per driveway entrance, not exceeding two (2) sq. ft. in area, with language limited to the words “private drive” and the addresses of any residences using the private drive.
6. Public signs - signs erected by government agencies or utilities, including traffic, utility, safety, railroad crossing and identification signs for public facilities and any signs erected by the Township.
7. Security and Warning signs – on-premises signs such as “no trespassing”, “no hunting” and “no soliciting” that do not exceed one (1) sign not exceeding two (2) sq. ft. in area in residential areas and one (1) sign not exceeding five (5) sq. ft. in area in commercial and industrial areas.
8. Temporary Real Estate signs – limited to one (1) per property not exceeding six (6) sq. ft. in area in residential areas, and thirty-two (32) sq. ft. in all other zones. Signs shall be removed within thirty (30) days of settlement or lease of the property.
9. Garage/Yard Sale signs – One (1) sign not exceeding four (4) sq. ft. in area is permitted and can be erected no more than four (4) days prior to the event. Signs shall be removed one (1) day after the close of the garage/yard sale.

Sign Regulations:

1. Setbacks – signs shall be set back a minimum of fifteen (15) ft. from the road right-of-way.
2. All signs shall be securely attached to the ground.
3. Only official identification or directional control signs shall be allowed within the public right-of-way.

4. No advertising sign shall be erected, constructed, altered, rebuilt or relocated without a permit.
5. A Conditional Use Permit (CUP) is required for on-site advertising signs with accumulative area larger than fifty (50) sq. ft.; signs illuminated by flashing, intermittent rotating or moving light; or off-site advertising signs.
6. Total square footage of all advertising signs on a single lot shall not exceed two hundred (200) sq. ft.
7. Unpainted signs, broken signs and signs on vacated buildings shall be removed from the premises on order of the Town Board.
8. Symbolic signs, such as a barber pole, that are traditional in nature and size shall be permitted.
9. Small identifying signs under canopies or on retractable awnings shall be permitted.
10. Announcement signs – signs for the following purposes not exceeding ten (10) sq. ft. in area and placed twenty (20) ft. from the front lot line shall be permitted in all districts:
 - A sign advertising only the sale, rental or lease of the building or premises on which it is maintained.
 - An announcement sign or bulletin board for the use of a public, charitable or religious institution occupying the premises.
 - An advertising sign in connection with a lawfully maintained non-conforming use.
 - Political signs.
11. Lighting – signs may be illuminated by fixed light or lights as a Conditional Use. In all districts, any lighting used to illuminate a lot or structure (including signs) thereon shall be arranged so as to deflect light away from adjacent lots and streets. The source of light shall be hooded or shielded so as to prevent beams or rays of light from being directed on any portion of adjoining properties or streets.

Documents Required for a Complete Application of Signs up to 50 sq. ft.:

- Completed Building Application form.
- Application fee as set forth in Ordinance 7.
- Proof of ownership. Parcel ID will be verified by the Town Clerk; conflicts must be resolved with a proper deed.
- Two (2) copies of a site plan showing the location of the proposed sign on the property and setbacks.
- Watershed permit or letter of exemption if located in the Dakota County Shoreland Zoning District or the Vermillion River Watershed District.

Documents Required for a Complete Application of Signs up to 50 sq. ft.:

- Completed Building Application form.
- Completed Land Use & Zoning Request form.
- Application fee and escrows as set forth in Ordinance 7.
- Proof of ownership. Parcel ID will be verified by the Town Clerk; conflicts must be resolved with a proper deed.
- Two (2) copies of a site plan showing the location of the proposed sign on the property and setbacks.
- Watershed permit or letter of exemption if located in the Dakota County Shoreland Zoning District or the Vermillion River Watershed District.