

# GENERAL APPLICATION INSTRUCTIONS FOR BUILDING PERMITS AND LAND USE PERMITS

This instruction sheet is a brief overview of requirements and should only be used as a supplement to the ordinance book. The Eureka Town Code can be found on the Township's website:  
<https://eurekatownship-mn.us>

## Suggested Chapters to review:

**120-Erosion Control and Stormwater Management** (North Cannon River Watershed)

**126-Fees**

**198-Roads**

**216-Subdivision of Land**

**235-Water Resources Management** (Vermillion River Watershed)

**240-Zoning**

## General Requirements:

1. Dwelling units shall be located on a separately conveyed parcel which shall equal or exceed two (2) acres.
2. The parcel shall have at least 33 feet of frontage along a public road. Landlocked parcels require a permanent easement.
3. All residential structures shall have the following:
  - A. Minimum sq. ft. of livable floor area, excluding basement:
    - 1) Single level home: 960 sq. ft.
    - 2) Multi or Split-level home: 1,248 sq. ft.
  - B. Minimum width of 24 ft. and minimum length of 26 ft. (excluding earth-sheltered structures)
  - C. Garage of at least 22 ft. X 22 ft.
4. The driveway serving a parcel shall be:
  - A. At least 10 ft. from the property line or more, depending on drainage.
  - B. At least 300 ft. from the intersection of any two or more public roads.
5. All structures shall be set back as follows:
  - A. Lot width: 250 ft. at dwelling.
  - B. Side & Rear yard: 30 ft.
  - C. Township road: 100 ft. from centerline.
  - D. County/State road: 110 ft. from centerline.
6. All dwellings shall be separated by at least 250 ft. from the nearest agriculture building (except where the dwelling and agriculture building are in common ownership).
7. Septic Systems:

All septic tanks shall be-

  - ▶ Placed not less than 10 feet from the property line of adjoining private property.
  - ▶ Shall not be less than 50 feet from any source of domestic water supply.
  - ▶ Shall be located not less than 10 feet from the foundation of any building.

All septic drain fields shall be-

  - ▶ Placed not less than 10 feet from the property line of adjoining private property.
  - ▶ Shall not be less than 50 feet from any source of domestic water supply and not less than 100 feet from any shallow source of domestic water supply.
  - ▶ Shall be located not less than 20 feet from the foundation of any building.



5. One copy of a Certificate of Survey prepared and signed by a Minnesota-licensed land surveyor, to include the legal description, lot lines and size of the lot (Required only for new residential structures and Lot-split applications).
6. A plan drawn to scale showing the size of the structure, new or to be remodeled, type of construction and the estimated cost thereof; Or a set of building plans.  
Please note: The total area of all accessory buildings on the property needs to be listed.
  - 1) For parcels 2 to 5.999 acres: total area shall not exceed 5,000 sq. ft.
  - 2) For parcels 6 or more acres: total area shall not exceed 10,000 sq. ft.
  - 3) Agricultural buildings shall not be considered in the total sum of accessory buildings on a parcel.
7. Two (2) sets of onsite sewage system plans (if applicable).

## Process for submitting the application:

1. Submit a completed application and other documents as required to the Zoning Administrator (Eureka Town Clerk or Deputy Clerk) by 12:00 noon on the Thursday that is at least ten (10) days prior to the Planning Commission meeting.
2. All applications require an application fee, and some require escrow funds as set out in Chapter 126 of the Eureka Town Code (Ordinance Book). An application is not considered complete until all fees/escrow funds have been paid.
3. The Zoning Administrator/Deputy Clerk will review the application and, if complete, will place the request on the agenda for the next regularly scheduled Planning Commission meeting.
4. It is strongly recommended for the applicant, or their representative, to attend the Planning Commission meeting to present the application and obtain the required signature.
5. The Planning Commission will review the application and make a recommendation to the Town Board for its next regularly scheduled meeting.
6. It is strongly recommended for the applicant, or their representative, to attend the Town Board meeting to represent the application and obtain the required signature.
7. The Zoning Administrator will forward the approved application to the Building Inspector, who reviews the plans, calculates the building permit fees, and completes required inspections of the structure or project.

## WHERE AND WHEN ARE MEETINGS HELD?

All meetings are held in the Eureka Township Hall, located at 25043 Cedar Avenue.  
(SW corner of Cedar Ave & 250<sup>th</sup> St.)

- Planning Commission: Meetings are held the first (1<sup>st</sup>) Tuesday of each month at 7:00 p.m.
- Town Board: Meetings are held the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of each month at 7:00 p.m.

\*Exceptions: if a regularly scheduled meeting falls on a Holiday or Election Day, consult the calendar on the Township website at <http://eurekatownship-mn.us> or contact the Town Clerk at (952) 469-3736 for dates.

## Additional items to note:

- Every permit issued shall become invalid unless the work authorized by the permit is commenced within 180 days after its issuance, or if the work authorized by the permit is suspended or abandoned for a period of 180 days after the time the work is commenced.
- Every permit issued becomes invalid unless all applicable fees are paid within thirty (30) days of approval by the Town Board.
- The Building Official may grant, in writing, two (2) extensions of time for periods not more than 180 days each. The extension shall be requested in writing with justifiable cause demonstrated.
- All required building permits shall be obtained before any construction commences. Permit fees shall be doubled in the event construction shall have been commenced before said permit has been issued.
- **Lot Split or Housing Right Transfer:** approval must be obtained from the Town Board AND recorded with the Dakota County Recorder's Office BEFORE a building permit may be applied for. A Property identification number (PIN) from the Treasurer-Auditor's Office and a receipt from the County Recorder's Office are required as proof that the documents have been recorded.