

CITY OF WYKOFF LAND USE PERMIT APPLICATION

WARNING

Construction may not begin until a permit has been issued and is in your possession.

A Site Inspection Is Required

Before Construction may begin, an inspection of the site must be done.

For the inspection contact the City Clerk's Office at 507-352-4011

**** Adopted by Wykoff City Council on January 13, 2020**

LAND USE PERMIT APPLICATION

CITY OF WYKOFF

It is recommended that all applicants contact the Zoning Office prior to filling out the application to make sure that this proposed project is feasible. It is imperative that all instructions and regulations be read carefully before submitting this application.

(1) Name of all Landowners: _____ Phone #: _____
_____ Phone #: _____
_____ Phone #: _____

Mailing Address: _____
Address City State Zip

Property Address: _____
(if different from mailing) Address City State Zip

(2) Parcel #: _____ **(3): Legal Description (from deed, abstract or
Recorders Office):** _____

Section: _____ **(4): Township:** _____ **(5) Range:**

Have you started work on this project? Yes: _____ No: _____

Is there a driveway access to this property? Yes: _____ No: _____

Is this project located under a power line? Yes: _____ No: _____

Proposed Project: _____ Total # of bedrooms _____
(New home, addition, garage, utility shed, decks, pergola, etc).

Estimated cost: _____ Permit # _____
(To be filled out by the Zoning Office)

(6) Total Square Footage:	Length		Width		Total
Basement	_____	X	_____	=	_____
1 st Level	_____	X	_____	=	_____
2 nd Level	_____	X	_____	=	_____
Attached Garage	_____	X	_____	=	_____
Porch or Deck	_____	X	_____	=	_____
Total Square Footage	_____	X	_____	=	_____
Height	_____				

NO WORK MAY BEGIN UNTIL A PERMIT IS OBTAINED. IF WORK HAS BEGUN ON THE PROJECT BEFORE A PERMIT IS ISSUED, A \$250.00 LATE FEE MUST BE PAID IN ADDITION TO THE PERMIT FEE.

The projects are assessed \$10.00 per 100 square feet of living space; new dwellings, dwelling additions, porches, decks, attached garages, dwellings being moved in and mobile or manufactured homes. All other structures are assessed at \$7.50 per 100 square feet. A minimum of \$8.00.

LATE FEE _____ \$250.00

(7) TOTAL FEE _____ (NO REFUNDS)

SITE INSPECTIONS ARE REQUIRED FOR ALL NEW DWELLINGS: The footings must be dug and inspected before the actual construction of the dwelling may begin.

I hereby certify that the information contained herein is correct and agree to the proposed work in accordance with the provisions of the Ordinances of the City of Wykoff and the Statues of the State of Minnesota.

(8) Signatures of All Landowners

Name Date

Name Date

Name Date

Send all correspondence to:

City of Wykoff Zoning Office
P.O. Box 218
217 Gold St. N.
Wykoff, MN 55990
507-352-4011
FAX 507-352-2415
Email: wykoff@arvig.net

Approve _____	Denied _____

Signature of Council Member	

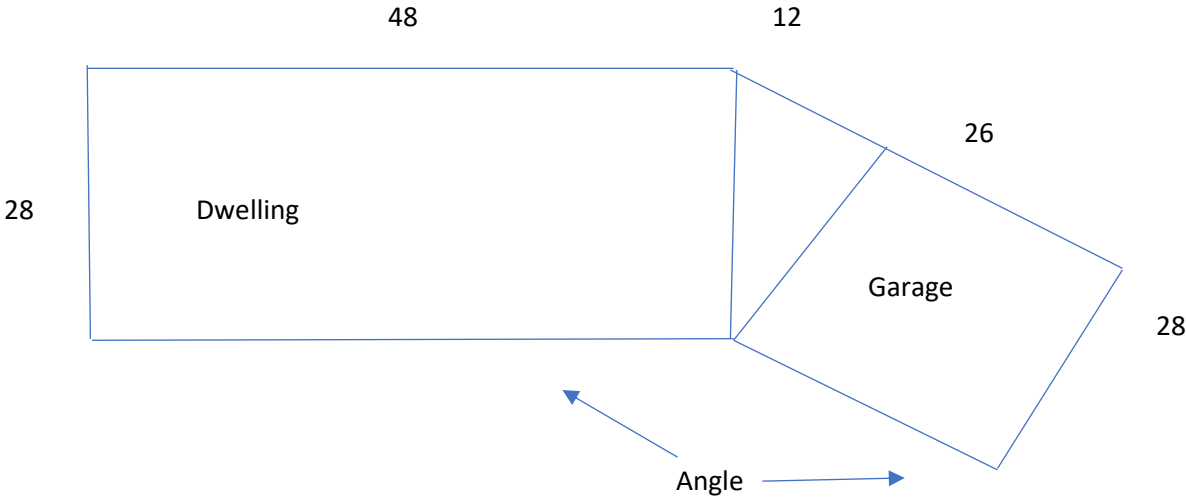
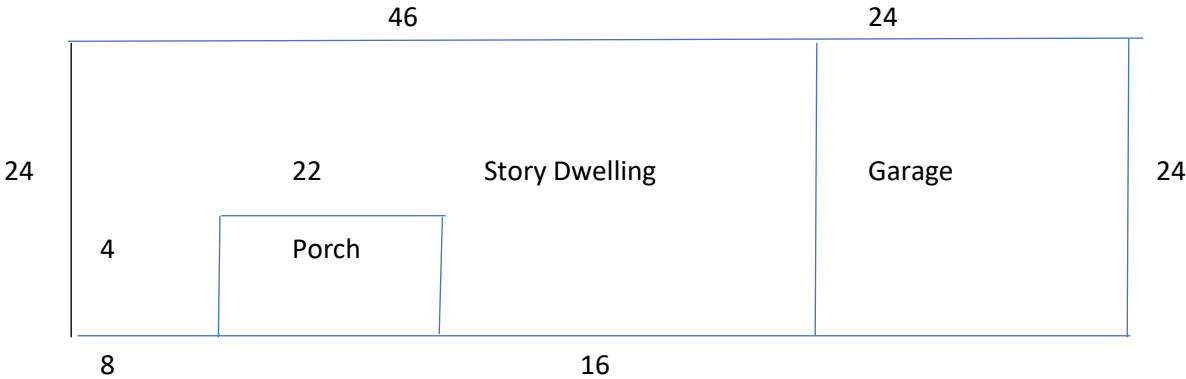
Signature of Council Member	
_____	_____
Date	Permit #

NEW CONSTRUCTION PERMIT DRAWING
Dwelling or Dwelling Addition Drawing

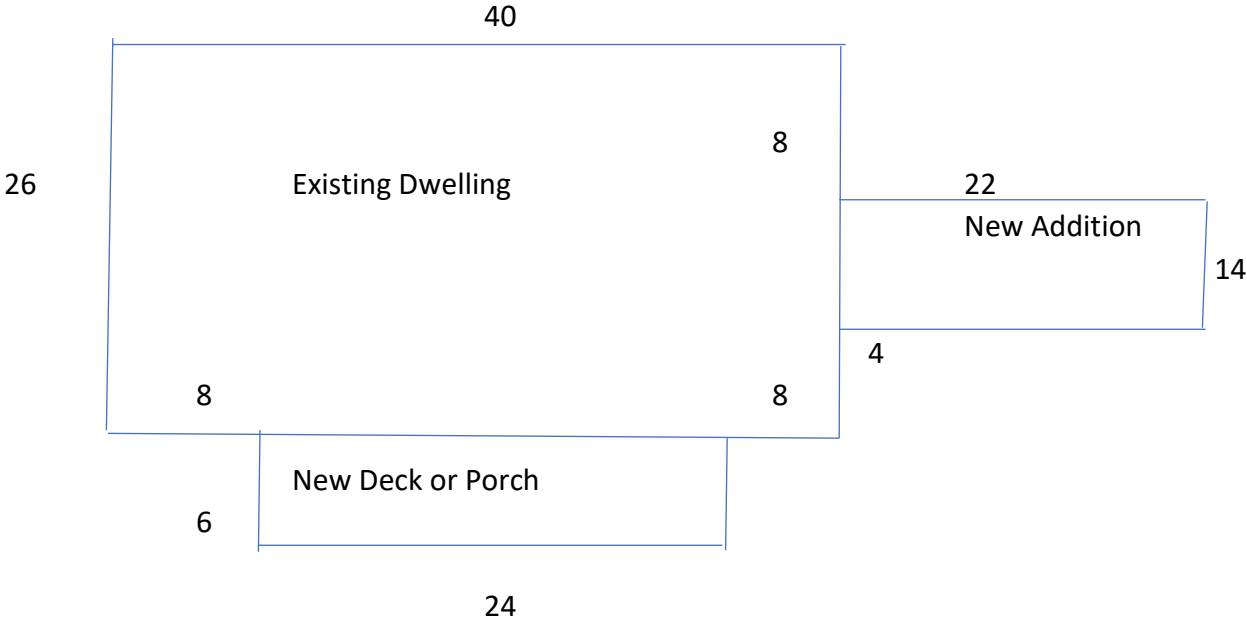
For New Construction of a Dwelling or Addition a drawing must be completed, or a Copy of the Plan provided, including Dimension Measurements.

(See examples on Pages 5 & 6)

New Construction Permit Drawing
Drawing Examples New Construction
Include Decks and Porches



New Construction Permit Drawing
Additions, Including Garages, Porches and Decks



Instructions for filling out a Land Use Permit Application

- 1) The applicant must list all the names that are on the abstract for this particular parcel of land. This would include husband and wife's names, if both were on the abstract plus any other landowners.
- 2) The parcel number is a 9-digit number found on a tax statement that specially designates a number for this particular piece of land. It stands with an R and is set up as such; R99.9999.999.
- 3) The legal description is a very detailed description of the boundaries of the parcel of land where an applicant plans to build. This description is found on an abstract or a deed or may also be obtained by coming into the County Records Office and asking for a copy. This copy should also contain all the names of the landowners who have an interest in this parcel of land.
- 4) The township number is found in the plat book and is also listed on the tax statement. It is a number that begins with a capital T and ends with a capital N. It will either be T101N, T102N, T103N or T104N. This number is the tier of townships starting at the Iowa border and going north.
- 5) The range number is also found in a plat book and is also listed on the tax statement. It is a number that starts with a capital R and ends with a capital W. It will either be R08W, R09W, R10W, R11W, R12W, or R13W. The number is the column of townships starting with 08 and going to 13 from east to west.
- 6) In figuring out the total square feet, the applicant must add together all floor area of a dwelling whether finished or unfinished. All accessory buildings such as storage sheds, garages and non-dwelling structures just include one level.
- 7) The total fee may be calculated by dividing the total square feet by 100 and multiplying by \$10.00 for dwellings or modifications of dwellings or \$7.50 for all other buildings. The fee must accompany the application.
- 8) The signature block must contain the signatures of all landowners who are listed on the legal description, abstract or deed.
- 9) All signatures in this signature block must be notarized. Any applicant who wishes to bring this part of the application to the Zoning Office and sign it in front of a Notary in the Zoning Office may do so. **The notary only applies to individuals constructing a new dwelling, or any addition to an existing dwelling and is only required on the "Rural and Agricultural Homeowners Assumption of Risk Agreement"; it is not required on the permit application for any accessory buildings.**