

# City of Jenkins

## Land Use Application & Review Process

### APPLICATION:

- A. Applicant shall complete Land Use Application and submit to the Zoning Administrator and or City Clerk.
- B. Application shall be accompanied by a site plan drawing that is complete with the following information (as close to scale as possible):
  - Size of parcel
  - Location on the parcel of all existing structures, their square footage and distance from all property lines, setbacks (including road, bluff, and shoreline) and each other
  - Location on the parcel of all proposed structures and their square footage, distance from all property lines, setbacks (including road and wetlands, if applicable) and each other
  - Location on the parcel of existing and proposed sewage treatment systems and wells and their distance from property lines, structures and each other
  - Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks
- C. Application shall include drawings showing number of bedrooms in the structure.
- D. Application shall include elevation drawings showing proposed structure height.
- E. Application shall include a sewer compliance inspection certificate (for property served by SSTs) if one is not on file within 2 years or new system within 5 years.
- F. Applicant shall include the signature of the title owner of the property.
- G. By signing the application, the applicant and/or landowner is agreeing to allow the Zoning Administrator the right to conduct a site visit on the property to ensure the proposal meets the requirements of the Ordinance. Additional site visits by the Administrator will result in additional fees.

### REVIEW:

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Staff will indicate on the application the date that the application is complete. The applicant will be notified when additional information is needed.
- B. The Staff shall, based on submittals, compute the Land Use Permit Fee. This fee shall be paid by the applicant prior to releasing the permit.

### ACTION:

In order to obtain a Land Use Permit, the following must happen:

- A. The Zoning Administrator must review and approve the application.
- B. The City Clerk must verify the applicant is current on all property tax payments.
- C. The Zoning Administrator must insure that the permit fee has been collected.
- D. The Zoning Administrator must insure that the proposed improvements meet the requirements of the Ordinance.

**PLEASE NOTE:** Per statute, the City has 60 days in which to review and make a decision on land use applications. However, the City strives to process all applications as soon as they are received, usually within 7 – 10 days. 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.

CITY OF JENKINS LAND  
USE APPLICATION

Permit Number:  
(for internal use only)

**FILL OUT THOROUGHLY AND COMPLETELY. ANY MISSING INFORMATION WILL DEEM THE APPLICATION INCOMPLETE AND CAUSE DELAYS IN PROCESSING.**

Property Owner \_\_\_\_\_  
PID # \_\_\_\_\_ Site Address \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
General Contractor \_\_\_\_\_ License # \_\_\_\_\_  
Sewer Contractor \_\_\_\_\_ License # \_\_\_\_\_  
Well Contractor \_\_\_\_\_ License # \_\_\_\_\_  
Proposed Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

**Please check all that apply. Only one fee will be charged and not accumulative fees. However, if original permit is changed and/or additions are made after approval, additional fees will be applicable.**

Type of Project:	Proposed Use:	Structure Type:	Type of Construction:
<input type="checkbox"/> New Construction	<input type="checkbox"/> Single Family	<input type="checkbox"/> Residence	<input type="checkbox"/> Wood Frame
<input type="checkbox"/> Addition	<input type="checkbox"/> Multiple Family	<input type="checkbox"/> Garage	<input type="checkbox"/> Masonry
<input type="checkbox"/> Relocation	Agricultural	<input type="checkbox"/> Office	<input type="checkbox"/> Metal
<input type="checkbox"/> Grading or Filling	Public	<input type="checkbox"/> Retail	<input type="checkbox"/> On-site Prefab
<input type="checkbox"/> Demolition	Commercial	<input type="checkbox"/> Storage	<input type="checkbox"/> Off-site Prefab
200 sq ft or more	Shouse/	<input type="checkbox"/> Deck	<input type="checkbox"/> Pole Bldg
<input type="checkbox"/> Other (Specify)	Barndominium <sup>1</sup>	<input type="checkbox"/> Sign	<input type="checkbox"/> Mobile Home
	Other (Specify)	<input type="checkbox"/> Fence	<input type="checkbox"/> Other (Specify)
		<input type="checkbox"/> Stairway	
		<input type="checkbox"/> Other (Specify)	

Lot Data:	Proposed	<u>Jenkins Zoning Requirements: (These must be included on site plan)</u>									
		AG	RR	R-1	R-2	RS	C-1	C-2	I-1	SO	FP
Square Footage or Acres	_____	2 Ac*	2Ac*	20Ksf	10Ksf	12Ksf	20Ksf*	1 Ac	1 Ac	**	**
Lot Width at Bldg Line	_____	150'	150'	100'	150'	100'	25'	100'	100'	**	**
Wetland Setback	_____	75'	75'	15'	15'	75'	75'	75'	75'	**	**
Front/ROW Setback	_____	50'	30'	30'	25'	20'	0*	30'	30*	**	**
Side/Side ROW Setback	_____	30'	20'	10'	10'	20'	0*	20*	20*	**	**
Rear Setback	_____	30'	30'	20'	20'	20'	0*	20*	30*		
	_____										

(For Internal Use Only)

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

<sup>1</sup> Denotes floor plans are required

\* Denotes additional requirements may apply

\*\* Denotes administered by Wetland Administrator

**Structure Dimensions:****Zoning Requirements:****Square Footage:**

Attached Garage

Width \_\_\_\_\_

*20' Wide minimum in all districts*

Length \_\_\_\_\_

*N/A*

Height \_\_\_\_\_

*35' Residential and 45' Ag and Comm.*

Basement \_\_\_\_\_

1<sup>st</sup> Floor \_\_\_\_\_2<sup>nd</sup> Floor \_\_\_\_\_

Sub Total \_\_\_\_\_

**Impervious Surface Coverage Requirement:**Use impervious surface worksheet & enter here

Existing Bldgs \_\_\_\_\_

Driveways \_\_\_\_\_

**Total****Coverage %** \_\_\_\_\_

Other \_\_\_\_\_

Is subject property located

☐ Yes - additional fee may apply

within a floodplain?

☐ No

Has property been surveyed?

☐ Yes☐ Certificate of Survey on file at city hall☐ No - **By signing this application you assume all responsibility for accuracy of lot lines**Any platted or unplatted Indian burial mounds? ☐ Yes – Other agencies involvement ☐ NoAny wetland issues? ☐ Yes – Other agencies involvement ☐ No

Septic inspection performed in last three (3) years?      yes      No      Certificate on file at City Hall

Will you demo any structures measuring 200 sq feet area or more? ☐ Yes    ☐ NoIf yes, have all utilities (electric, gas, etc.) been properly disconnected? ☐ Yes    ☐ No**Once the application is deemed complete, an on-site inspection may occur within one week:**☐ Scale drawing of proposed project and setbacks on form provided, including all existing structures, driveways, decks, sheds, etc.☐ Applicants must physically stake the outermost proposed structure dimensions and property lot lines. As property owner you assume all responsibility for accuracy of lot lines.☐ Application filled out entirely.☐ Permit fee received: \$ \_\_\_\_\_ Check or Receipt # \_\_\_\_\_ Date \_\_\_\_\_

***I hereby certify with my signature that all data provided to the City of Jenkins is true and correct to the best of my knowledge and as the property owner, I assume all responsibility for accuracy of lot lines. I further attest that I have read ALL applicable local, county, and state ordinances in their entirety, pertinent to my application, and take full responsibility of adhering to ALL regulations therein.***

\_\_\_\_\_  
**Property Owner Signature**\_\_\_\_\_  
**Date**

**Construction must commence within one (1) year from approval date. All exterior work shall be completed within 24 months of issuance.**

**All dwellings, including shouses and barndominiums must have a septic and well.  
Shouses and Barndominiums require final interior inspection by the Planning and Zoning Administrator or their delegate.**

## Impervious Surface Calculation for Your Lot

Name: \_\_\_\_\_ PID # \_\_\_\_\_

Property Address: \_\_\_\_\_ Jenkins, MN

	Structure or Impervious Surface	Dimensions	Total sq. ft.
1	Existing or Proposed Dwelling		
2	Proposed Dwelling Addition		
3	Existing Accessory Structure		
4	Existing Accessory Structure		
5	Proposed Accessory Structure		
6	Sidewalks		
7	Deck with Impervious Below		
8	Deck w/o Impervious Below		
9	Patio(s)		
10	Driveways & Parking Areas		
11			
12			
13			
	Total Impervious Surface (A)		

### Existing Lot Dimensions:

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft. (B)

### Impervious coverage (A divided by B multiplied by 100)

(A) \_\_\_\_\_ ÷ (B) \_\_\_\_\_ X 100 = \_\_\_\_\_ %

### Impervious Maximums by Zoning District:

Agricultural = 10%    Rural Residential = 20%    Res. Storage = 40%    All other residential = 30%  
 Light Industrial = 50%    Central Business = 50%    Highway Business = 40%

PID\_\_\_\_\_

## Site Plan

**Include:** Property lines, water features, existing and proposed structures, septic systems, drainage, wells and roads **AND SETBACKS ON ALL SIDES.**  
Indicate North direction.

Property Owner Signature:\_\_\_\_\_

**City Staff Verification**

Clerk/Treas: \_\_\_\_\_

Date: \_\_\_\_\_

Public Works: \_\_\_\_\_

Date: \_\_\_\_\_

**ZONING CHECKLIST**

- \_\_\_\_\_ Completed application, including signature of property owner
- \_\_\_\_\_ Septic Compliance Report within 2 years or 5 years new
- \_\_\_\_\_ Fee (checks are to be made out to the City of Jenkins)
- \_\_\_\_\_ All current City charges paid
- \_\_\_\_\_ Property taxes are current
- \_\_\_\_\_ No outstanding violations
- \_\_\_\_\_ Site plan as close to scale as possible with the following information, as a minimum (unless waived by Zoning Administrator):
- \_\_\_\_\_ Size of parcel and dimensions
  - \_\_\_\_\_ All existing structures, their square footage, height, distance from all property lines and setbacks (including road and wetlands) and each other
  - \_\_\_\_\_ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road and wetlands) and each other
  - \_\_\_\_\_ Location on the parcel of existing and proposed sewage treatment systems (ISTS) and wells and their distance from property lines, structures and each other
  - \_\_\_\_\_ Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks

**CONTACT INFORMATION**

Planning and Zoning  
Administrator:

Cassandra Delougherty  
City of Jenkins  
33861 Cottage Avenue  
Jenkins, MN 56474  
Phone: (218) 568-4637  
cassandra.delougherty@cityofjenkins.com

443 Lafayette Road N.  
St. Paul, Minnesota 55155



MINNESOTA DEPARTMENT OF  
**LABOR & INDUSTRY**

(651) 284-5005  
1-800-DIAL-DLI

Dear Property Owner:

Minnesota state law requires that most residential building contractors, remodelers, roofers, and manufactured home installers be licensed by the state. Specialty contractors who perform only one special skill (e.g. concrete & masonry, excavation, carpentry, interior finishing) are exempt from state licensing. Contractors who generate less than \$15,000 in **gross** annual receipts are exempt from state licensing, but must obtain a certificate of exemption from the Minnesota Department of Labor and Industry.

The state license number of a residential building contractor must be placed on all building permits and permit applications issued by a city or county. A license number must also appear on a site plan review and all zoning permits. **Cities and counties are prohibited by state law from issuing permits to unlicensed contractors who are not exempt from licensing. In addition, it is a misdemeanor to perform contracting work without a license unless the contractor is exempt from licensing.** Cities are also required by state law to report to the Department of Labor and Industry all new construction building permits issued to non-licensed owners of residential real estate.

State licensing is intended to ensure a minimum level of competency and to afford consumer protection. Licensed contractors must pass a two-part examination relating to the construction trades as well as business administration and law. Licensed contractors are also required to take continuing education each year and provide proof of liability insurance and workers' compensation insurance (if required by law) as well as business ownership documents to the state. Also, licensed contractors and remodelers must contribute to the Contractor Recovery Fund. This Fund exists to reimburse homeowners who obtain a judgment against a **licensed** contractor and are unable to collect on their judgment. The Fund can pay up to **\$150,000** on behalf of each licensed contractor. **Homeowners who hire unlicensed contractors, however, cannot get money from this Fund.** Licensed roofers and manufactured home installers do not participate in the Recovery Fund, but instead are required to hold a surety bond.

Contractors are licensed and regulated by the Minnesota Department of Labor and Industry. To determine the licensing status of a contractor or to speak with a building contractor investigator, call the Department's Construction Codes and Licensing Division at (651) 284-5069 or 1-800-657-3944 or visit our website at **[www.dli.mn.gov](http://www.dli.mn.gov)**. Unlicensed building contractor activity is a misdemeanor and can result in **monetary penalties of up to \$10,000 per violation.**

The license number of a licensed contractor must appear on all of its advertising, business cards, contracts, proposals, vehicles, websites, and building or zoning permit applications.