



## “When Do I Need A Permit?”

- To Construct
  - Enlarge
  - Alter
  - Repair
  - Demolish
- Replace Structural Elements
- Change Usage

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

1. Your plans **MUST** be drawn to scale. (\_\_\_\_)
2. Provide enough supplied information for the Zoning Administrator\* to report back to the Planning and Zoning Commission if needed. (\_\_\_\_)
3. Provide a minimum of one elevation view. (\_\_\_\_)
4. Provide a plan view(s). (\_\_\_\_)
5. Provide a section view. (\_\_\_\_)
6. Brief description of purposed Plan Project. (\_\_\_\_)
7. Usage being changed. (from/to). (\_\_\_\_)
8. Survey if required. (\_\_\_\_)  
*(Please initial documents provided)*

### How long will it take to have my plan reviewed?

1. A good rule of thumb is 3-5 working days.
2. In the peak season, late May until November, it could take longer.
3. If a variance is required, it could take 1-2 months, possibly longer.
4. When plans are received they are dated and filed at the City office.

Although some permits are not required, it is up to the Property Owner to contact the Zoning Administrator for zoning and setback requirements.

**Failure to do so could cause delay and/or fines.**

**\*Zoning Administrator: Jason Minenko (320) 676-3641**



**PERMIT APPLICATION – FORM B**  
**OFFICE OF THE ZONING ADMINISTRATOR**  
 City of Isle • 285 2<sup>nd</sup> Ave. S. • PO Box 427 • Isle, MN 56342  
 Phone 320-676-3641 • Fax 320-676-1084

File No: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address) (City, State, Zip)

Phone No: \_\_\_\_\_

Location of Property \_\_\_\_\_  
(Legal Description)

Proposed Use: \_\_\_\_\_

Builder/Carpenter Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

License No.: \_\_\_\_\_ Estimated Cost of Construction \$ \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Please provide a scale drawing of proposed project on graph paper provided. The following **MUST** be included: size of lot, size of structure – front/rear/side/height, yard setbacks (as detailed as possible).*

**NOTE:** Owners of property assume all responsibility for accuracy of lot lines. Owners of properties adjacent to any property(s) proposed for new construction shall be notified in writing of said construction at the discretion of the Zoning Administrator for the City of Isle and will take place within five (5) days of the approval of any land use permit.

Fee must be *paid in full* **prior** to any action by the City or its agents and is **NON-REFUNDABLE**.

**PERMITS ARE GOOD FOR ONE (1) YEAR AFTER APPROVAL**

**OFFICE USE ONLY**

Date application received: \_\_\_\_\_ Application received by: \_\_\_\_\_

Date permit fee paid: \_\_\_\_\_ Permit fee amount \$ \_\_\_\_\_

Check / Cash / Credit Card Check No (if applicable): \_\_\_\_\_

Application APPROVED / DENIED County Auditor: \_\_\_\_\_

Date: \_\_\_\_\_ Zoning Officer: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

\_\_\_\_\_

**CITY OF ISLE, MINNESOTA**  
**AMENDMENT TO ISLE BASIC CODE**  
**TITLE XV**  
**CHAPTER 152**

**153.312 CERTIFICATE OF SURVEY REQUIRED:**

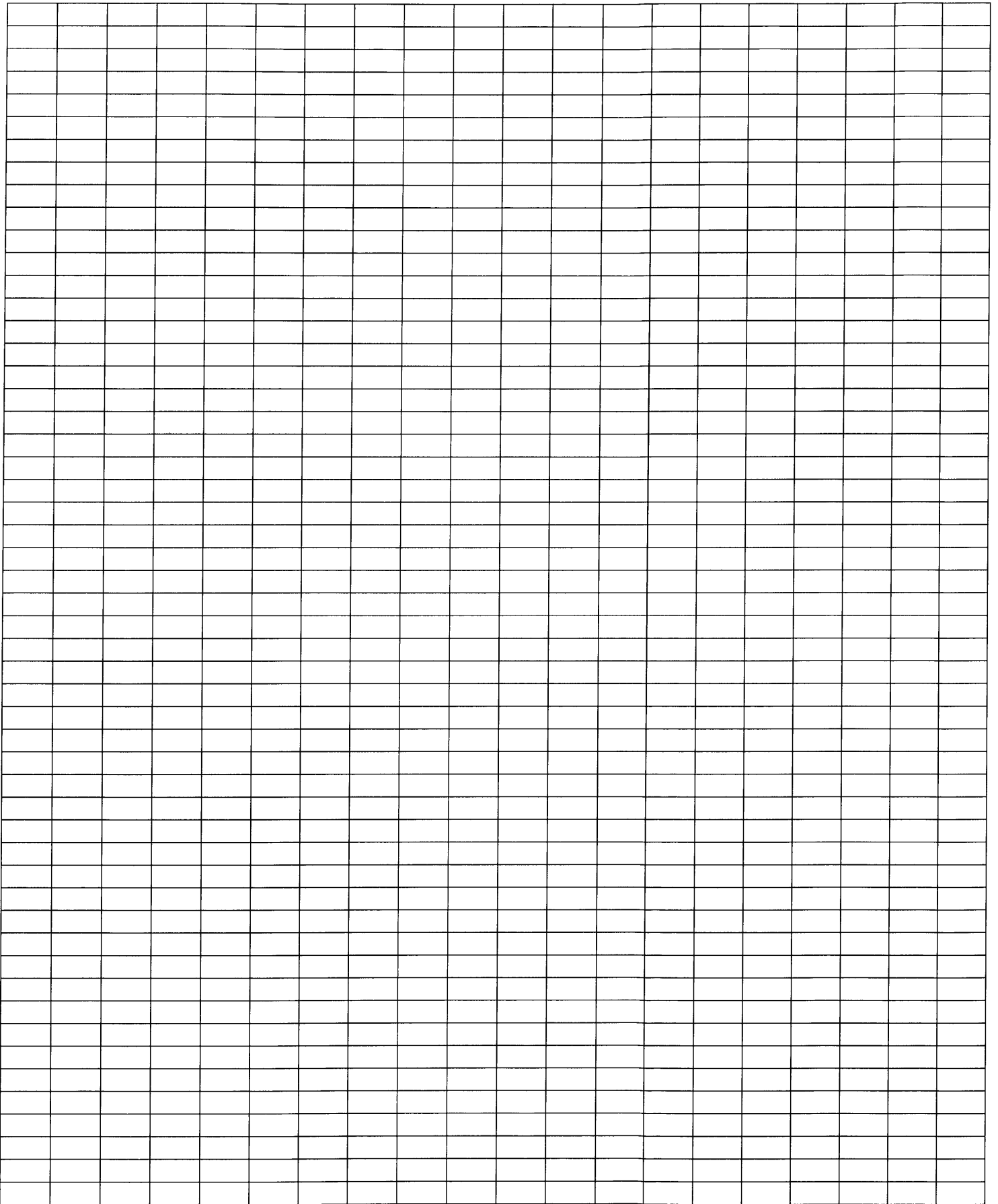
Any person desiring to erect a structure shall submit to the Zoning Administrator a survey of the premises and information on the location and dimensions of existing and proposed structures, location of easements crossing the property, encroachments, and any other information which may be necessary to insure conformance.

The Survey shall provide the following information:

1. Scale of drawing.
2. Legal description.
3. Dimensions of the lot and north arrow.
4. Required setbacks.
5. The location of all easements of record.
6. Grade elevations of the following points:
  - Each lot corner (existing or proposed)
  - Proposed driveway elevation located at the curb and at the midpoint of the driveway adjacent to the garage slab.
  - Elevation of garage slab.
  - Low floor elevation.
  - Ordinary-high-water mark of water bodies (if applicable).
  - Delineated wetland edge (if possible).
  - Proposed lawn and driveway elevations at the street side of the building.
7. The proposed disposal or drainage of surface waters (indicate direction of surface Water drainage by arrows).

**EXCEPTIONS:**

A survey is **NOT** required for the construction of steps, decks, ramps for handicap accessibility and storage buildings without a permanent foundation of 120 square fee or less, except when deemed necessary by the Zoning Administrator.



Following is a summary of regulations contained in the following sections for the various districts:

District/ Regulation	R-1	R-2	R-3	C-1	C-2	I	O
<b>Setback- Front Yard</b>	30'	30'	30'	30'	25'	30'	30'
<b>Setback Side Yard</b>	10' 20' on side adjacent to a street.	10' 20' on side adjacent to a street. 0' on approved common wall	10' one & two family 20' three+ family units 30' adjacent to street	0'	15' structures  10' parking spaces/ lots	50' from residential districts 30' from commerci al districts 20' from industrial districts	30'
<b>Setback Rear Yard</b>	30'	30'	30'	20'	50' structures  25' parking	50' from residential districts 30' from commerci al districts 20' from industrial districts	30'
<b>Site Coverage</b>	40% building 50% impervious surface	40% building 50% impervious surface	60%	85%	90%	70%	30%
<b>Minimum Lot Size</b>	15,000 sq. ft.	10,000 sq. ft.	9,000 sq. ft. one family 5,000 sq. ft. per unit two family 4,000 sq. ft. per unit three to eight family +1,500 / dwelling over eight	5,000 sq. ft.	8,000 sq. ft.	21,780 sq. ft. (1/2 acre)	None
<b>Minimum Lot Width</b>	150'	Single family: 75', 95' corner lot Two-family: 100, 110' corner lot	Single family: 70', 90' corner lot Two-family +: 80, 100' corner lot	25'	75'	100'	None
<b>Maximum Height</b>	2 story or 25' whichever is less	2 ½ story or 25' whichever is less	3 stories of 36' whichever is less	3 stories of 36' whichever is less	3 stories of 36' whichever is less	3 stories of 36' whichever is less	
<b>Minimum Floor Area Building</b>	900 sq. ft.	900 sq. ft.	Single Family: 900 sq. ft. single family. Multiple Family: 640 sq. ft. for 1 bdrm + 120 sq. ft. for each addt bedroom	NA	NA	NA	