



“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 Full House Plans. (____)
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: Gene Falconer 320-630-6450**



LAND USE PERMIT APPLICATION FORM
City of Onamia • 621 W. Main St. • PO Box 186 • Onamia, MN 56342
Phone 320-532-3311 • Fax 320-532-3434

PID 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 Property Owner: _____ 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). Please provide a certified survey of your property (when required)

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 Onamia and will take place within five (5) days of the approval of any Land Use Permit.

Property owner is responsible for providing water run-off and drainage measures to assure that new construction does not divert into neighboring properties.

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. Permittee initials _____

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 Public Works Official: _____

Date: _____ Zoning Officer: _____

Reason for denial: _____



