

# CITY OF COTTONWOOD BUILDING APPLICATION

NON-IMPERVIOUS SURFACE CHANGES  
SHINGLES, ROOFING, FENCES, CONCRETE REPLACEMENT



CITY OF COTTONWOOD

78 West Main | PO Box 106 | Cottonwood, MN | 56229

## OVERVIEW OF BUILDING APPLICATION

This application is to request the Cottonwood City Council to consider the granting of a Non-Impervious Building Permit per the Cottonwood City Code.

1. Requests include:
  - a. Roofing Construction (*Steel Roofing, Shingles*)
  - b. Siding
  - c. Fences (*Chain Link, Wooden Privacy*)
  - d. Impervious Surface Replacement (*removal & replacement of concrete, patio, etc.*)
2. Application shall be completed in full including as much detail possible.
3. All approved applications will have general provisions that apply to the zoning request per city ordinance. In some instances, special provisions will be established by the City Council.

### 5 STEPS FOR SAFE DIGGING

Working on an outdoor project? Careless digging poses a threat to people, pipelines and underground facilities. Always call 8-1-1 first. Here are five easy steps for safe digging:



#### 1. NOTIFY

Call 8-1-1 or make a request online two to three days before your work begins. The operator will notify the utilities affected by your project.

#### 2. WAIT

Wait two to three days for affected utilities to respond to your request. They will send a locator to mark any underground utility lines.

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#### 3. CONFIRM

Confirm that all affected utilities have responded to your request by comparing the marks to the list of utilities the 8-1-1 call center notified.



#### 4. RESPECT

Respect the markers provided by the affected utilities. The markers are your guide for the duration of your project.



#### 5. DIG CAREFULLY

If you can't avoid digging near the markers (within 18-24 inches on all sides, depending on state laws), consider moving your project location.



## CITY OF COTTONWOOD ZONING PERMIT APPLICATION CHECKLIST

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- ☐ VERIFY LOT LINES – LOCATOR FEE OF \$20.00
  - **The City of Cottonwood does not verify the location of lot lines; it is the responsibility of the landowner to locate lot lines. A locator is on hand at the City Shop for landowners to utilize. The City of Cottonwood recommends using a surveyor to locate lot lines.**
- ☐ IN COMPLIANCE WITH ZONING ORDINANCES\*
- ☐ IN COMPLIANCE WITH SETBACKS\* (SEE PAGES 4 AND 5)
- ☐ APPLICATION COMPLETED IN ITS ENTIRETY
- ☐ SKETCH OF PROJECT
- ☐ CALL 811 BEFORE YOU EVER DIG!

**\* Non-compliance of these items means that a Special Permit Application for variance is required.**

The Clerk-Administrator may visit the site for additional information and measurements then when confident that the application satisfies all requirements, the application will be presented to the Planning & Zoning Committee for review.

If the application satisfies all requirements off the Planning & Zoning Committee, the application will be presented to the City Council at the next regular meeting at which time the Clerk-Administrator will present the permit application to the City Council for their consideration. The City Council will consider a motion either approving or denying the application.

If denied or tabled, the Clerk-Administrator will inform the applicant that the application along with any reason of denial provided by City Council or a request for more information from the City Council prior to approval being considered.

Upon approval, the applicant will receive the complete zoning packet either by mail or in person and the project may commence.

**Once received, the ORANGE PERMIT shall be affixed to a window or door as to be visible from the street during the entire time of the project to verify it has been approved.**

A “Contractor Copy” of the permit will also be sent to the listed contractor on the application so that it is verified that a permit was issued.

## CITY OF COTTONWOOD SETBACK INFORMATION

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THE FOLLOWING INFORMATION IS FOR REFERENCE ONLY; REFER TO THE CITY OF COTTONWOOD ZONING ORDINANCE 1993-2 AND OTHER ORDINANCES THAT MAY APPLY FOR DETAILED INFORMATION. IN ADDITION, IT IS THE RESPONSIBILITY OF THE LANDOWNER TO LOCATE LOT LINES. THE CITY OF COTTONWOOD IS DIVIDED INTO ZONING DISTRICTS, EACH WITH UNIQUE SETBACK REQUIREMENTS.

### RESIDENTIAL DISTRICTS

#### **SINGLE FAMILY (R-1) & MULTI-FAMILY (R-2) SETBACKS (NON SHORELAND)**

Front & Rear: 30 feet from the lot line  
Side: 8 feet from the lot line  
Corner Lot Side: 25 feet from the lot line adjacent to the street

##### Detached Structures

Front: No detached accessory structures permitted.  
Rear: 5 feet from the lot line  
Side: 4 feet from the lot line (includes corner lots)  
Fence: 1 foot front the lot line  
Driveways, Sidewalks, Patios: Constructed up to lot line

#### **MOBILE HOME RESIDENTIAL (M) SETBACKS (NON SHORELAND)**

Front: 15 feet from the lot line  
Side: 8 feet from the lot line  
Rear: 8 feet from the lot line

##### Detached Structures

Front: No detached accessory structures permitted.  
Rear: 5 feet from the lot line  
Side: 4 feet from the lot line  
Fence: 1 foot front the lot line  
Driveways, Sidewalks, Patios: Constructed up to lot line

#### **SINGLE FAMILY (R-1) & MULTI-FAMILY (R-2) SETBACKS (SHORELAND)**

Front: 30 feet from the lot line  
Rear: 50 feet from Ordinary High-Water Level  
Side: 10 feet from the lot line

##### Detached Structures

Front: No detached accessory structures permitted.  
Rear: 5 feet from the lot line  
Side: 4 feet from the lot line (includes corner lots)  
Fence: 1 foot front the lot line  
Driveways, Sidewalks, Patios: Constructed up to lot line

## **COMMERCIAL & INDUSTRIAL DISTRICTS**

### **CENTRAL BUSINESS (C-1) SETBACKS**

Front: None

Rear: 15 feet from the lot line

Side: None

### **HIGHWAY BUSINESS (C-2) SETBACKS**

Front: 30 feet from the lot line

Rear: 20 feet from the lot line

Side: 20 feet from the lot line

### **INDUSTRIAL BUFFER (I-B) SETBACKS**

Front: 30 feet from the lot line

Rear: 15 feet from the lot line

Side: feet from the lot line

### **HIGH DENSITY INDUSTRIAL (I-1) SETBACKS**

**CONSTRUCTION IS NOT PERMITTED WITHIN 25 FEET  
OF AN EXISTING STRUCTURE.**

Front: None

Rear: 5 feet from the lot line

Side: 5 feet from the lot line

### **MEDIUM DENSITY INDUSTRIAL (I-2) SETBACKS**

Front: 25 feet from the lot line

Rear: 15 feet from the lot line

Side: 15 feet from the lot line

**CITY OF COTTONWOOD | APPLICATION FOR ZONING & UTILITY  
YEARLY EXPIRATION FROM DATE APPROVED**

PROPERTY OWNER'S NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ APPLICATION DATE \_\_\_\_\_

PARCEL NUMBER \_\_\_\_\_ PROPERTY (CONSTRUCTION SITE) ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY INCLUDING ADDITION \_\_\_\_\_

CONTRACTOR & LICENSE NUMBER (IF APPLICABLE) \_\_\_\_\_ CONTRACTOR'S PHONE NUMBER \_\_\_\_\_

OWNER'S MAILING ADDRESS (IF DIFFERENT FROM ABOVE PROPERTY ADDRESS) \_\_\_\_\_

TYPE OF REQUEST: ☐ FENCE  
☐ ROOFING  
☐ SIDING  
☐ REPLACEMENT OF CONCRETE, DECKING, ETC.  
☐ OTHER: \_\_\_\_\_

TYPE OF USE: ☐ RESIDENTIAL  
☐ COMMERCIAL  
☐ INDUSTRIAL  
☐ UTILITY ONLY  
☐ OTHER: \_\_\_\_\_

PRESENT ZONING CLASSIFICATION \_\_\_\_\_ CURRENT USE OF PROPERTY \_\_\_\_\_

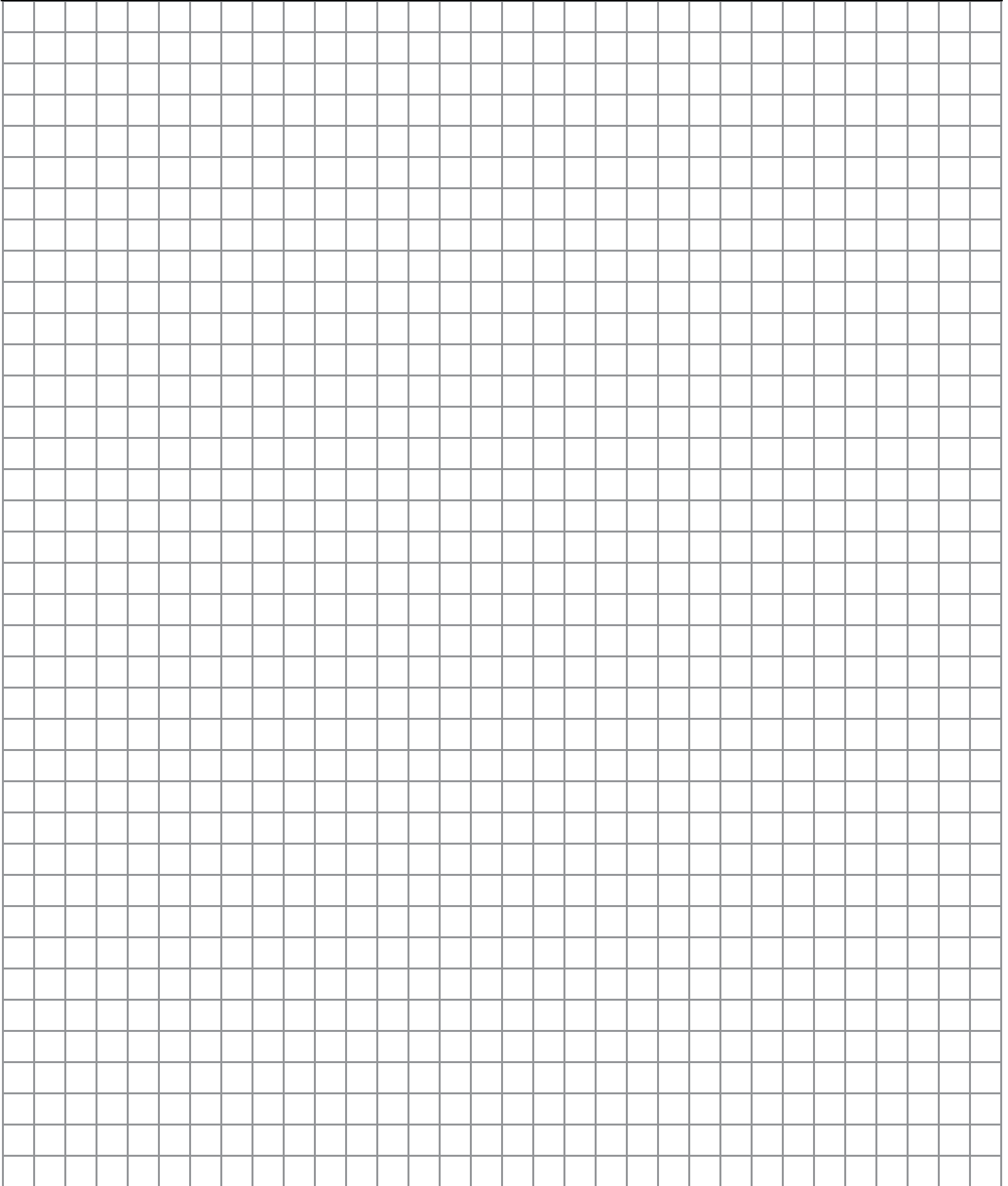
ESTIMATED COST OF PROPOSED CONSTRUCTION: \$ \_\_\_\_\_

**DETAILED DESCRIPTION OF PROPOSED CONSTRUCTION:  
PLEASE INCLUDE MATERIAL TYPES TO BE USED FOR FENCES, DECKING, DRIVEWAY, SIDEWALK,  
ROOFING, SIDING, ETC & ATTACH PHOTOS IF POSSIBLE. PLANS, SKETCHES, & DRAWINGS REQUIRED  
PRIOR TO APPROVAL.**

**A. PROPOSED STRUCTURE DIMENSIONS & DETAILS – ATTACH PHOTOS:**

☐ REPLACEMENT: \_\_\_\_\_ X \_\_\_\_\_  
☐ FENCE: Height: \_\_\_\_\_ Linear Feet: \_\_\_\_\_  
☐ MODIFICATION (SIDING/SHINGLE): \_\_\_\_\_

**IF PLANS ARE NOT PROVIDED, PLEASE USE THE GRAPH PAPER TO DRAW THE LOT LAYOUT & PROPOSED CHANGES THAT REQUIRE A BUILDING PERMIT.**



By signing this application, the customer understands the following:

1. If construction or alteration is proposed, the applicant is required to submit with this application a drawing showing the dimensions of the parcel on which construction is proposed to occur, location, dimensions, and identification of use of all existing and proposed structures, driveways, parking areas, etc., and finally the front, side and rear setbacks.
2. *(If applicable)* By requesting the rural connections, this assures the City of Cottonwood that said customer is aware of the requirements; financial obligations and water rates for the rural connections per City of Cottonwood Ordinance 1981-8 and 2015-1 and that all ordinances pertaining to the City water & wastewater systems will be adhered to. The customer will also notify the City Clerk-Administrator of any anticipated change in water usage

Upon signing this application, the applicant is certifying that all of the information contained in this application is true and accurate. The applicant understands that the permit applied for, if granted, may be revoked if the project does not coincide with the information contained in this application.

I hereby certify with my signature that all data on my application forms, plans, and specifications are true and correct to the best of my knowledge.

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SIGNATURE OF APPLICANT

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DATE



**OFFICE USE ONLY**

Date P&Z Approved: \_\_\_\_\_ Date Mailed: \_\_\_\_\_ Official: \_\_\_\_\_ Fee Applied: \_\_\_\_\_

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, THE COTTONWOOD  
PLANNING & ZONING COMMITTEE REVIEWED YOUR REQUEST FOR A BUILDING  
PERMIT. PER REVIEW BY \_\_\_\_\_ AND \_\_\_\_\_.

THE APPLICATION IS HEREBY: ☐ APPROVED

**THE OFFICIAL PERMIT WILL FOLLOW ONCE EXECUTED AT THE NEXT REGULARLY  
SCHEDULED COUNCIL MEETING.**

The following general provisions apply:

1. No changes in plans or specifications can be made to the work authorized herein unless such change is first approved in writing by the permitting authority.
2. Permittee shall grant access to the site at all reasonable times so that the permitting authority or his/her agents may conduct inspections to ascertain compliance with the terms and conditions of the permit.
3. The construction site shall always be kept free of debris as to not create a public nuisance.
4. No certificate of occupancy or zoning compliance may be issued until all the terms and conditions of this permit are completed in full.
5. Once received, the permit shall replace this official notice in a conspicuous place protected from the elements and no more than twelve (12) feet above grade on the project site and shall remain there until completion of project.
6. The granting of this permit does not exempt the permittee from having to secure other permits from state, federal, or other local units of government which may have jurisdiction over portions of the project.
7. Adherence to the Cottonwood Zoning Ordinances and all requirements of this application.
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

In case of denial, the following determination was made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_