

CITY OF AVON
140 STRATFORD ST E
P O BOX 69
AVON MN 56310

320-356-7922
320-356-2259 FAX

NO PERMIT (BUILDING OR ZONING) WILL BE ISSUED THE SAME DAY. PROCESSING OF AN APPLICATION COULD TAKE UP TO 10 DAYS.

OFFICE HOURS FOR AMY PEASE
ZONING/BUILDING PERMITS
MONDAY-THURSDAY 7:30A-3:30P
AMY.P@CITYOFAVONMN.COM

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Gopher State One Call



www.gopherstateonecall.org

FOR	Permit # _____	Trunk Fee _____
OFFICE	PID # _____	Permit Fee _____
USE	Date Recd _____	Plan Check _____
ONLY	Zoning District _____	WAC/SAC Fee _____
		1" Meter _____
		Surcharge _____
		Total Fee _____

CITY OF AVON
 PO Box 69 Avon MN 56310
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Detached Accessory Building Permit Application

1. Site Address _____, Avon MN 56310
2. Owner(s) _____ Daytime Phone _____
3. Owner's Address (if different from above) _____
4. Legal Description of Site: _____
 Lot _____ Block _____ Addition _____
5. Dimension of structure: Length _____ Width _____
6. Height of Structure: Sidewalls _____ Roof Line _____
7. Approximate Start Date _____
8. Estimated Cost of Project (Including Materials & Labor): \$ _____
9. Licensed Contractor: _____ License No: _____
 Name: _____ Phone: _____

If owner is acting as their own General Contractor they must sign the Licensed Contractor Disclaimer.

10. Please provide the following:

Plumbing contractor _____ PH: _____

Mason/Concrete contractor _____ PH: _____

Excavating Contractor _____ PH: _____

11. Is building heated?

Heating/venting contractor _____ PH: _____

12. Type of Siding _____

13. All setback measurements must be measured from the building line (lot line). Please provide the Zoning Administrator with a copy of a survey or documentation that states the square footage or lot dimensions.

Front yard setback _____ Rear yard setback _____ Side yard setbacks _____ / _____

Total lot size (square footage) _____ Total Impervious Area (%) _____

Impervious area includes: driveways, sidewalks, porches, overhangs, dog kennels, patios, sheds, decks (any area that water cannot saturate through)

Required forms and items to return with application:

*Site plan

*(2) full size set of construction plans with cross sections

(1) small set of construction plans 8 1/2 x 11 for file

Signed property owner disclaimer

Your application will be denied until all above items are provided.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. I have identified all property boundaries, easements, flood zones, and/or wetlands existing on the property on my site plan and application. The undersigned further agrees the City and its' administrative staff relied on the accurateness of this application, plans and specifications relative to this project and hold the City of Avon, and its employees harmless from all liability arising from the granting of this permit.

Authorized Signature of Owner or Contractor

This permit expires one year from

Zoning Administrator

Building Official

TYPE OF IMPROVEMENT/ADDITION (bedroom, living room, garage, etc.)

Describe, in detail, work to be done:

Was this dwelling built before 1978? _____

If yes, contractor number: _____ **Lead Certification number:** _____

Lead Certification license verified by: _____

PROPERTY DISCLAIMER

The undersigned is the owner of record or the Builder of the following property located within the City of Avon, Stearns County, Minnesota, whose address is: _____; that as part of the process of obtaining a building/zoning permit, the undersigned certifies that all of the information in the application, plans and specifications are true and correct.

It is the responsibility of the undersigned to identify all property boundaries, all easements, all underground utilities (including sewer and water lines) and/or wetlands existing on the subject property and has identified them on his/her site plan and application.

The undersigned further agrees the City of Avon, and its' administrative staff and agents relied on the accurateness of this application, plans and specifications relative to this project and hold the City of Avon, and its employees harmless from all liability arising from the granting of this permit.

Signature of Property Owner/Builder

Date

Certificate of Compliance Minnesota Workers' Compensation Law

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

BUSINESS NAME (Individual name only if no company name used)	LICENSE OR PERMIT NO (if applicable)
--------------------------------------------------------------	--------------------------------------

DBA (doing business as name) (if applicable) _____

BUSINESS ADDRESS (PO Box must include street address)	CITY	STATE	ZIP CODE
-------------------------------------------------------	------	-------	----------

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.

NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:

INSURANCE COMPANY NAME (not the insurance agent) _____

WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE
--------------------------------------------	----------------	-----------------

NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:

I have attached a copy of the permit to self-insure. _____

NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:

I am not required to have workers' compensation insurance coverage because:

- I have no employees.
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: _____
- Other: _____

ALL APPLICANTS COMPLETE THIS PORTION:

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
---------------------------------	-------	------

NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.
This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

BUILDING PERMIT APPLICANT: PROPERTY OWNER

I understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building on speculation or for resale and that the house for which I am applying for this permit, located at _____, is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota Statutes§514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota Statutes §326.92, Subd. 1, and that I would forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or City ordinance in connection with the work performed on this property.

Signature of Property Owner

Date

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of individual contractors, please call the Minnesota Department of Commerce, Enforcement Division, at (612) 296-2594 or toll free at 1-800-657-3602.

F:\Wordfiles\Planning & Zoning Commission\Building Permit Forms\Improvements by Home Owner.doc



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In order to obtain a building permit for any construction in residential (R-1) zoning in the City of Avon, you will need to comply with the City of Avon's Ordinance No. 148 regarding maximum Lot Coverage. Any property that is outside of the 1,000 square feet of lakeshore must follow the 50% maximum impervious surface coverage. Any property within 1,000 square feet of lakeshore must follow the 25% maximum impervious surface coverage. Please complete the form below:

- _____ Total Square Feet of Lot.
- _____ Total Square Feet of House (include any porches, overhangs, etc.)
- _____ Total Square Feet of Garage (include any overhangs).
- _____ Total Square Feet of Driveway and Sidewalks.
- _____ Total Square feet of Existing Dog Kennels, Patios, Shed, Decks (any area that water cannot saturate through).
- _____ Total Square Feet of FUTURE Dog Kennels, Patios, Sheds, Decks (any area that water cannot saturate through) that are not included on this building permit.

***Please make sure the site plan shows where the structures are situated on the lot and all four setbacks. Also, please provide dimensions for all structures.**

AGREEMENT

I, _____, the undersigned, accepts this agreement with the understanding that all information is true and correct. I do understand that I am responsible for submitting the correct information regarding dimensions and square footage to the City of Avon to request a building permit and I understand the maximum impervious surface coverage is 25% for shoreland and 50% for non-shoreland.

If any information is deemed incorrect, the Permit will be null/void and thus the project will be considered in violation of Ordinance and punishable as stated within the ordinance.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I SIGN IT OF MY OWN FREE WILL.

Date: _____
Property Owner

EROSION CONTROL

I understand that a rock entrance to the property needs to be put down to eliminate dirt and mud from being tracked on to the city streets and also that no material of any kind will be allowed to be placed on any other lot. All black dirt, gravel, etc. needs to be disposed of properly. Dust control practices must be in place and any affected streets need to be cleaned and swept. The public works department will determine where sediment control will be required. It is the property owner's responsibility to place the sediment control where it is required and anywhere it may be needed. This includes, but is not limited to, silt fence, fiber/straw logs or rock logs. Inlet protection is required for the catch basins near the property and are the property owner's responsibility. Installation, maintenance and cleaning the storm water inlet protection structures will be my responsibility.

Signature of Contractor or Property Owner

Date

INSPECTION

This property has been inspected and all erosion control practices have been followed and this property is in _____ condition.

Signature of Public Works Department

Date

ELEVATION WAIVER

I hereby certify that the elevation for said property is at _____(elevation). The elevation has been measured from the floor level of the garage. This elevation is in full compliance with the City of Avon's plat.

Signature of Owner/Contractor

Date

The above elevation level has been approved by the City of Avon.

Zoning Administrator

Date

GRADING CHANGES

No sod, soil, sand, or gravel may be sold or removed from any part of the property, except for the purpose of excavating for the construction or alteration of a building or structure on the property, or for the proper grading thereof, and any excess soil remaining from excavation or grading, and not otherwise used by the owner in the improvement of the owner's own site must be removed by the owner. The elevation of a lot may not be changed

so as to materially affect the surface elevation of surrounding lots. The owner of any land subject to this ordinance will be responsible for the drainage of surface waters from their part of the property other than by natural watercourses. I hereby certify that I have read and examined this application and understand that I will be solely responsible for any damage/drainage problems that arise from the alteration of the original grading on the property.

Signature of Contractor/Owner

Date

INSPECTION

All grading has been inspected and approved by the City of Avon.

Signature of Public Works Department

Date

LANDSCAPING

I agree that either sod or grass seed will be in place within a year from the date of the Certificate of Occupancy on this property.

Signature of Owner

Date

INSPECTION

This property has been inspected and has either sod or seed in place.

Signature of Public Works Department

Date

Excerpts from Minnesota State Law Chapter 216D. Sections 216D.03 - 216D.07

216D.03 NOTIFICATION CENTER

Subdivision 1 - Participation.

An operator shall participate in and share in the costs of one statewide notification center operated by a vendor selected under subdivision 2.

Subdivision 2 - Establishment Of Notification Center; Rules.

- (a) The notification center services must be provided by a nonprofit corporation approved in writing by the commissioner. The nonprofit corporation must be governed by a board of directors of up to 20 members, one of whom is the director of the Office of Pipeline Safety. The other board members must represent and be elected by operators, excavators, and other persons eligible to participate in the center. In deciding to approve a nonprofit corporation, the commissioner shall consider whether it meets the requirements of this paragraph and whether it demonstrates that it has the ability to contract for and implement the notification center service.
- (b) The commissioner shall adopt rules:
 - (1) establishing a notification process and competitive bidding procedure for selecting a vendor to provide the notification service;
 - (2) governing the operating procedures and technology needed for a statewide notification center; and
 - (3) setting forth the method for assessing the cost of the service among operators.
- (c) The commissioner shall select a vendor to provide the notification center service. The commissioner may advertise for bids as provided in section 16C.06, subdivisions 1 and 2, and base the selection of a vendor on best value as provided in section 16C.06, subdivision 6. The commissioner shall select and contract with the vendor to provide the notification center service, but all costs of the center must be paid by the operators. The commissioner may at any time appoint a task force to advise on the renewal of the contract or any other matter involving the center's operations.
- (d) An operator may submit a bid and be selected to contract to provide the notification center service under paragraph (a) or (c). The commissioner shall annually review the services provided by the nonprofit corporation approved under paragraph (a) or the vendor selected under paragraph (c).

Subdivision 3 - Cooperation With Local Government.

In establishing operating procedures and technology for the statewide notification center, the board of directors or the commissioner must work in cooperation with the League of Minnesota Cities, the Association of Minnesota Counties, and the Township Officers' Association. The purpose of this cooperation is to maximize the participation of local governmental units that issue permits for activities involving excavation to assure that excavators receive notice of and comply with the requirements of sections 216D.01 to 216D.07.

Subdivision 4 - Notice To Local Government.

The notification center shall provide local governmental units with a master list, by county, of the operators in the county who are participants in the notification center, and the telephone number and mailing address of the notification center.

216D.04 - EXCAVATION; LAND SURVEY.

Subdivision 1 - Notice Required; Contents.

- (a) Except in an emergency, an excavator shall and a land surveyor may contact the notification center and provide notice at least 48 hours, excluding Saturdays, Sundays, and holidays and not more than 14 calendar days before beginning any excavation or boundary survey. An excavation or



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DRIVEWAYS/CURB CUT- ACCESS POINT ONTO CITY STREET

_____ property address

Does this permit application involve the placement of a driveway, access point onto a city street or a county road OR any curb cuts being done?

_____ Yes

_____ No

If you answered "Yes", please refer to Chapter 20, Subd. 9, Off Street Parking Provisions in the City of Avon Zoning Ordinance.

"All property shall be entitled to at least 1 curb cut/driveway access. Single family uses shall be limited to 1 driveway/curb cut access per property measuring no more than 30 ft. at the curb/street in non-shoreland areas and 24 ft. in width at the curb/street, except that single-family lots measuring 125 ft. or more of road frontage may be allowed two curb cuts/driveway accesses. The second access must be at least 30 ft. from the edge of the primary access. The second curb cut/driveway access will not result in conflicts with traffic flow or endanger public safety."

Curb cut/driveway access, parking areas shall not be located within any easement areas within the lot and must be a minimum of five (5) feet from the side lot lines. Except corner lots on which the side yard on the intersecting street shall not be less than fifteen (15) feet

PLEASE SHOW DRIVEWAY DESIGN IN THE RIGHT OF WAY AREA ON THE SITE PLAN

I understand that any street access work or curb cuts done on my property will require the approval of the City of Avon.

COMMERCIAL:

I understand that a stormwater plan is required on all commercial projects. All stormwater plans need to be approved by the City engineer. All fees that the city incurs associated with this stormwater plan, including engineering fees, will be reimbursed by contractor/property owner.

attach stormwater plan

Contractor/Property Owner

Date

boundary survey begins, for purposes of this requirement, the first time excavation or a boundary survey occurs in an area that was not previously identified by the excavator or land surveyor in the notice.

- (b) The notice may be oral or written, and must contain the following information:
 - (1) the name of the individual providing the notice;
 - (2) the precise location of the proposed area of excavation or survey;
 - (3) the name, address, and telephone number of the individual or individual's company;
 - (4) the field telephone number, if one is available;
 - (5) the type and extent of the activity;
 - (6) whether or not the discharge of explosives is anticipated
 - (7) the date and time when the excavation or survey is to commence; and
 - (8) the estimated duration of the activity.

Subdivision 1A - Plans For Excavation.

- (a) Any person, prior to soliciting bids or entering into a contract for excavation, shall provide a proposed notice to the notification center to obtain from the affected operators of underground facilities the type, size, and general location of underground facilities. Affected operators shall provide the information within 15 working days. An operator who provides information to a person who is not a unit of government may indicate any portions of the information which are proprietary and may require the person to provide appropriate confidentiality protection. The information obtained from affected operators must be submitted on the final drawing used for the bid or contract and must depict the utility quality level of that information. This information must be updated not more than 90 days before completion of the final drawing used for the bid or contract.
- (b) This subdivision does not apply to bids and contracts for:
 - (1) routine maintenance of underground facilities or installation, maintenance, or repair of service lines;
 - (2) excavation for operators of underground facilities performed on a unit of work or similar basis; or
 - (3) excavation for home construction and projects by home owners.
- (c) A person required by this section to show existing underground facilities on its drawings shall conduct one or more preliminary design meetings during the design phase to communicate the project design and coordinate utility relocation. Affected facility operators shall attend these meetings or make other arrangements to provide information.
- (d) A person required by this section to show existing underground facilities on its drawings shall conduct one or more preconstruction meetings to communicate the project design and coordinate utility relocation. Affected facility operators and contractors shall attend these meetings or make other arrangements to provide information.
- (e) This subdivision does not affect the obligation to provide a notice of excavation as required under subdivision 1.

Subdivision 2 - Duties Of Notification Center; Regarding Notice.

The notification center shall assign an inquiry identification number to each notice and retain a record of all notices received for at least six years. The center shall immediately transmit the information contained in a notice to every operator that has an underground facility in the area of the proposed excavation or boundary survey.

Subdivision 3 - Locating Underground Facility; Operator.

- (a) Prior to the excavation start time on the notice, an operator shall locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the operator and provide readily available information regarding the operator's abandoned and out-of-service underground facilities as shown on maps, drawings, diagrams, or other records used in the operator's normal course of business, without cost to the excavator. The excavator shall

- determine the precise location of the underground facility, without damage, before excavating within two feet of the marked location of the underground facility.
- (b) Within 96 hours or the time specified in the notice, whichever is later, after receiving a notice for boundary survey from the notification center, excluding Saturdays, Sundays, and holidays, unless otherwise agreed to between the land surveyor and operator, an operator shall locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the operator, without cost to the land surveyor.
 - (c) For the purpose of this section, the approximate horizontal location of the underground facilities is a strip of land two feet on either side of the underground facilities.
 - (d) Markers used to designate the approximate location of underground facilities must follow the current color code standard used by the American Public Works Association.
 - (e) If the operator cannot complete marking of the excavation or boundary survey area before the excavation or boundary survey start time stated in the notice, the operator shall promptly contact the excavator or land surveyor.
 - (f) After December 31, 1998, operators shall maintain maps, drawings, diagrams, or other records of any underground facility abandoned or out-of-service after December 31, 1998.
 - (g) An operator or other person providing information pursuant to this subdivision is not responsible to any person, for any costs, claims, or damages for information provided in good faith regarding abandoned, out-of-service, or private or customer-owned underground facilities.

**Subdivision 4 - Locating Underground Facility;
Excavator Or Land Surveyor.**

- (a) The excavator or land surveyor shall determine the precise location of the underground facility, without damage, before excavating within two feet on either side of the marked location of the underground facility.
- (b) If the excavator or land surveyor cancels the excavation or boundary survey, the excavator or land surveyor shall cancel the notice through the notification center.
- (c) The notice is valid for 14 calendar days from the start time stated on the notice. If the activity will continue after the expiration time, then the person responsible for the activity shall serve an additional notice at least 48 hours, excluding Saturdays, Sundays, and holidays, before the expiration time of the original notice, unless the excavator makes arrangements with the operators affected to periodically verify or refresh the marks, in which case the notice is valid for six months from the start time stated on the notice.
- (d) The excavator is responsible for reasonably protecting and preserving the marks until no longer required for proper and safe excavation near the underground facility. If the excavator has reason to believe the marks are obliterated, obscured, missing, or incorrect, the excavator shall notify the facility operator or notification center in order to have an operator verify or refresh the marks.

216D.05 PRECAUTIONS TO AVOID DAMAGE.

An excavator shall:

- (1) plan the excavation to avoid damage to and minimize interference with underground facilities in and near the construction area;
- (2) use white markings for proposed excavations except where it can be shown that it is not practical;
- (3) maintain a clearance between an underground facility and the cutting edge or point of any mechanized equipment, considering the known limit of control of the cutting edge or point to avoid damage to the facility;
- (4) provide support for underground facilities in and near the construction area, including during backfill operations, to protect the facilities; and
- (5) conduct the excavation in a careful and prudent manner.

216D.06 - DAMAGE TO FACILITY.

Subdivision 1 - Notice; Repair

- (a) If any damage occurs to an underground facility or its protective covering, the excavator shall notify the operator promptly. When the operator receives a damage notice, the operator shall promptly dispatch personnel to the damage area to investigate. If the damage results in the escape of any flammable, toxic, or corrosive gas or liquid or endangers life, health, or property, the excavator responsible shall immediately notify the operator and the 911 public safety answering point, as defined in section 403.02, subdivision 19, and take immediate action to protect the public and property. The excavator shall also attempt to minimize the hazard until arrival of the operator's personnel or until emergency responders have arrived and completed their assessment. The 911 public safety answering point shall maintain a response plan for notifications generated by this section.
- (b) An excavator shall delay backfilling in the immediate area of the damaged underground facilities until the damage has been investigated by the operator, unless the operator authorizes otherwise. The repair of damage must be performed by the operator or by qualified personnel authorized by the operator.
- (c) An excavator who knowingly damages an underground facility, and who does not notify the operator as soon as reasonably possible or who backfills in violation of paragraph (b), is guilty of a misdemeanor.

Subdivision 2 - Cost Reimbursement.

- (a) If an excavator damages an underground facility, the excavator shall reimburse the operator for the cost of necessary repairs, and for a pipeline the cost of the product that was being carried in the pipeline and was lost as a direct result of the damage.
- (b) Reimbursement is not required if the damage to the underground facility was caused by the sole negligence of the operator or the operator failed to comply with section 216D.04, subdivision 3.

Subdivision 3 - Prima Facie Evidence Of Negligence.

It is prima facie evidence of the excavator's negligence in a civil court action if damage to the underground facilities of an operator resulted from excavation, and the excavator failed to give an excavation notice under section 216D.04 or provide support as required by section 216D.05.

216D.07 EFFECT ON LOCAL ORDINANCES.

- (a) Sections 216D.01 to 216D.07 do not affect or impair local ordinances, charters, or other provisions of law requiring permits to be obtained before excavating.
- (b) A person with a permit for excavation from the state or a public agency is subject to sections 216D.01 to 216D.07. The state or public agency that issued a permit for excavation is not liable for the actions of an excavator who fails to comply with sections 216D.01 to 216D.07.