

ORDINANCE 2011-01

**CASTLE ROCK TOWNSHIP
DAKOTA COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING THE CASTLE ROCK ZONING ORDINANCE
REGARDING THE BUILDING PERMIT APPLICATION PROCEDURES**

THE BOARD OF SUPERVISORS OF CASTLE ROCK TOWNSHIP ORDAINS:

SECTION 1. Section 8.07, paragraph A of the *Castle Rock Township Zoning Ordinance* (Ordinance No. 2002) is amended to read as follows:

A. Procedure

For the purpose of enforcing this Ordinance, a building permit shall be required of all persons intending to construct, alter, enlarge, repair, move, demolish, or change the use of a building or structure.

1. Persons requesting a building permit shall fill out a building permit application form available from the Town Clerk or designee.
2. Completed building permit application and any fee based on Township fee schedule shall be returned to the Town Clerk.
3. If there are no changes to the exterior footprint or height of the structure and the use classification is not changing, the Town Clerk shall forward the application to the Building Official for review without Planning Commission or Board oversight.
4. If there are changes to the building footprint, but the new proposed exterior building walls are more than three times the required setback from property lines and no change to the use classification is proposed, the Town Clerk is authorized to forward the application to the Building Official for review without Planning Commission or Board oversight.
5. If there are changes to the building footprint, and the new proposed exterior building walls are less than three times the setback requirements, the Clerk shall forward the application and plans to the Planning Commission for review and recommendation to the Board of Supervisors for final approval.
6. The Town Board shall consider the Planning Commission's recommendation and take action to approve, modify, or deny the permit application at its next regular meeting, or within any other timeframe prescribed by law, unless the applicant withdraws the application.
7. In the event an existing building is to be moved, or a building is destroyed to allow a replacement, a performance bond in an amount determined by the Town Board shall be required.
8. Once the land use issues in the application have been approved by the Board of Supervisors, the permit request shall be reviewed by the Building Official. The applicant shall be available for consultation with the Building Official to answer questions regarding the permit.
9. The Building Official shall review the permit application within a reasonable period of time and any time limitation prescribed by law. Failure of the applicant to furnish required permit information shall delay the permit review.

SECTION 2. Effective Date. This ordinance shall be effective upon its passage and the first day of publication.

ADOPTED this ____ day of _____, 2011, by the Board of Supervisors of Castle Rock Township.

ATTEST:

BY:

Jane Bistodeau, Clerk

Russell Zellmer, Chair

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