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Home or Garage Addition Permit Application

1. Fill out Residential Building Permit Application online.
2. Specify work to be completed.
3. Specify square footage to be worked with.
4. Estimate the valuation of work including labor cost.
5. Upload plans drawn to scale (preferably 1/8" or 1/4"). Include foundation plan, floor plan (s), elevations and wall sections.
6. Submit certificate of survey showing the location of the proposed structure and all existing structures. Show dimensions to property lines from all structures for porch, garage and addition.
7. Submit Energy Calculations for all Additions that exceed 25% of the size of the existing house.
8. Apply online for a (NRMP) Natural Resources Permit.

Note: Total garage floor area may not exceed the floor area of the footprint of the house.

Attention: Owners and contractors submitting permit applications for decks, porches or additions to Townhomes.

Additional documentation may be required if your proposed improvement will cross the property line onto Common Elements.

Q: What are "Common Elements"?

A: Common Elements are parts of the townhome development owned by the association. Let us explain more:

At the time property is subdivided, the property lines are drawn by a surveyor. This document is known as a "plat" and defines the boundaries of each parcel of land, often including one or more parcels that the developer intends to convey to the townhome association as Common Elements for use by all townhome owners for recreation or open space.

The side lot lines of townhomes often are drawn as zero setback lot lines, so the townhomes can be constructed right up to but not crossing the lot boundary line. Parcels of land for townhomes may include additional land on either end or an open side of the structure, providing space to construct things such as a deck, stairway, patio, or porch. Typically a Certificate of Survey is issued for each parcel showing the lot boundary lines.

When a structure is proposed to be built that crosses a lot boundary line and encroaches onto the Common Elements, generally, an easement must be granted. Your association's Declaration and Bylaws may outline the specific legal requirements for your development and what must take place to grant you this easement.

Q: Who decided that this rule would be in place?

A: The developer likely made the original Declaration and Bylaws. They may or may not have been amended by your association's board and members since then.

Q: What if the association will not grant me an easement to build my project?

A: A building permit cannot be issued to you for construction on property that you do not own or have a legal right to encroach upon.

Q: What happens if I build over the property line without obtaining an easement from my association?

A: This encroachment would be illegal. An association could require its removal and it opens the door to a multitude of other legal issues for the property owner and association.

Q: What is the process going forward?

A: The requirements for approving an encroachment into the Common Elements vary from association to association, depending on the governing documents and the statute(s) that apply to that particular association. In some associations, a Resolution by the Board of Directors is sufficient to create an easement, but in other cases the approval of a certain percentage of townhome owners (association members) is required.

You will be asked to provide to the City, copies (not originals) of your association's Declaration and Bylaws and documentation showing that you have obtained any necessary easement(s) from your association. The inspection department will most often have these reviewed by the City Attorney to determine if all of the requirements have been satisfied to grant you an easement to encroach upon the common elements. Additional time may be required for you to obtain the necessary easement from the association before the permit can be issued.