

# Lake of the Woods County Land Use Permit Instruction Sheet

## PROPERTY DATA SECTION

**Legal Description:** Please write out your complete legal description. A written description on a separate sheet of paper or a photocopy is sufficient. Your deed or abstract is probably the best source for a complete legal description, because often your legal description on your tax statement is not complete.

**Shoreland Frontage:** If your property has shoreland frontage on a stream, river, or lake, you must answer yes to shoreland frontage, and indicate how many feet of frontage you own.

**Property Size:** Fill in the requested information for property dimensions. It is imperative that you do a good job of indicating the exact dimension and shape of your property on the site plan.

**Existing Structures:** List the structures on your property and the dimensions of each, including the number of bedrooms where applicable. Be sure to show the exact location of all structures on your site plan.

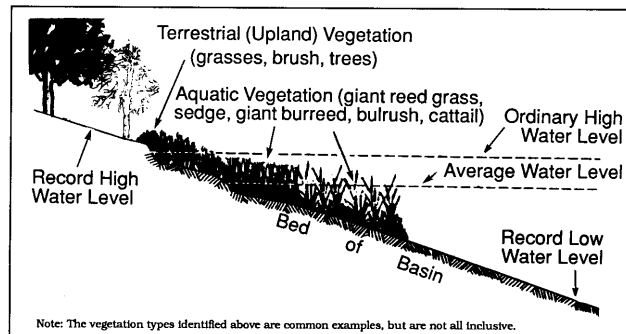
## STRUCTURAL DATA

**Proposed Structure:** Indicate the type of structure (what it will be used for) and the number of bedrooms, if applicable.

**Proposed Structural Dimensions:** If the proposal is for an addition, list only the dimensions of the addition in this section. NOTE: Include all dimensions including those of the original building on the sketch plan.

**Structural Setbacks:** The side yard near measurement is the closest distance from your side property line to your proposal. In the instance of an addition, the measurement that should be given here is the closest point of the structure to the side yard whether it is new or existing. The side yard far measurement is the longer distance to the side property line from your proposal or existing structure. The road right of way setback is the distance from the public right of way to the proposal. The road centerline is the measurement from the center of the road to the proposal. The shoreline setback is the horizontal distance measured from the closest point of the proposal to the ordinary high water level (see diagram).

**Contractor Name/License No.:** This is required if someone other than yourself is going to be doing the construction. The State requires registration numbers for all individuals doing construction for others for compensation.



## **SHORELAND DATA SECTION**

**Unaltered Building Site Elevation:** Give the vertical distance from the highest point of your property to the water.

**Vegetation Removal:** Explain any vegetation removal that will be done within the first 100 feet of shoreline.

**Grading/Filling/Altering the Natural Topography:** Explain any plans for grading, filling, or altering the natural topography within the first 50 feet (Shore Impact Zone), and within 300 feet of the lake, river, stream, within a bluff area, or on slopes greater than 12%. Give details about the location of the disturbed ground, the volume of material needed, and the amount of time necessary to complete the project.

## **ENVIRONMENTAL DATA SECTION**

**Water Supply Data:** Please explain what type of water supply system serves the property and age of system, if known. **Types of water supply systems include drilled wells, sand points, dug wells, augured wells, community water supply, lake treatment system, etc.**

**Septic Information:** All land use permits require a review of the septic systems serving a property. If a new system is being installed, a licensed septic designer must submit a septic design. For existing systems, information on the type, size, and date of installation of the system must be given. **Types of septic systems include trench, seepage beds, dry wells, holding tanks, pressure mound, privy (outhouse), greywater (sink drain, wash water) system, and composting toilets, etc.**

**Wetland Data:** Wetlands are areas where the frequent and prolonged presence of water at or near the soil surface determines the soils that form and the plants that grow. If there is wetland on your property, even though it may not be in the area of your proposal, you must answer **yes** to this question. **If you need help in determining whether or not you may have wetlands on your property, please contact the Lake of the Woods Soil and Water Conservation District at (218) 634-2757 for assistance.**

**PLEASE NOTE:** The Wetland Conservation Act of 1991 requires persons proposing to impact a wetland by draining, excavating, or filling to first, attempt to avoid the impact; second, attempt to minimize the impact; and finally, replace any impacted area with another wetland of equal function and value.

## **SKETCH PLAN**

A drawing of the property must be included with your application. Please use the sheet provided for you. Fill in the required information on the checklist

## Minimum Standards

The following distances are minimums required by ordinance to protect property owners, neighbors, and the environment. Please abide by these minimums when planning the locations of your buildings, septic system, and well.

| <b>Setback Requirements for:</b>                    | Lake of<br>the Woods | Rainy<br>River | Tributaries | Non-<br>Shoreland |
|-----------------------------------------------------|----------------------|----------------|-------------|-------------------|
| Building from Ordinary High Water Mark              | 75'                  | 100'           | 100'        | --                |
| Building from side lot line                         | 10'                  | 10'            | 10'         | 10'               |
| Building to septic tank                             | 10'                  | 10'            | 10'         | 10'               |
| Building to drain field                             | 20'                  | 20'            | 20'         | 20'               |
| Building to well                                    | 3'                   | 3'             | 3'          | 3'                |
| Building from top of bluff                          | 30'                  | 30'            | 30'         | --                |
| Building from State or County Highway Right-of-Ways | 50'                  | 50'            | 50'         | 50'               |
| Building from County Gravel Road Right-of-Ways      | 20'                  | 20'            | 20'         | 20'               |
| Septic system to Ordinary High Water Mark           | 50'                  | 75'            | 75'         | --                |
| Septic system to lot line                           | 10'                  | 10'            | 10'         | 10'               |
| Septic system to well                               | 50'                  | 50'            | 50'         | 50'               |

### **APPLICATION FEES:**

See fee schedule.

### **Please return completed application to:**

Lake of the Woods County  
 Office of Environmental Services  
 PO BOX 808  
 Baudette, MN 56623  
 (218) 634-1945



## APPLICATION FOR A LAND USE PERMIT

Please carefully complete this application according to the instructions. Failure to fill in all the required information may result in a delay of processing your application. A fee of \$\_\_\_\_\_ payable to the **Lake of the Woods County Treasurer** must accompany this application.

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: Work \_\_\_\_\_ Home \_\_\_\_\_

Site Address: \_\_\_\_\_

## PROPERTY DATA

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Parcel Number: \_\_\_\_\_ Section # \_\_\_\_\_ Township # \_\_\_\_\_ Range # \_\_\_\_\_

Shoreland Frontage: YES NO Name of Lake/River/Stream: \_\_\_\_\_

What is your lot width at the shoreline? \_\_\_\_\_ ft.

Property size: Width at building site \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft. \_\_\_\_\_ Acres

List all existing Structures and their dimensions: \_\_\_\_\_

\_\_\_\_\_

Have you ever applied for any land use permits on the property? YES NO If yes, list \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## STRUCTURAL DATA

|                                                                                               |                                           |                       |
|-----------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------|
| Proposed structure and/or use: _____                                                          |                                           |                       |
| _____                                                                                         |                                           |                       |
| Total number of bedrooms after construction: _____                                            | Height (ground level to roof peak): _____ |                       |
| Please explain plans for walkouts, decks, accessory structures, etc.: _____                   |                                           |                       |
| _____                                                                                         |                                           |                       |
| Proposed structure:                                                                           |                                           |                       |
| Dimensions (Exterior Footprint):                                                              | Width _____ Length _____ Square ft. _____ |                       |
| Structural Setbacks:<br>(horizontal distance)                                                 | Side Yard Near _____                      | Side Yard Far _____   |
|                                                                                               | Road Right of Way _____                   | Road Centerline _____ |
|                                                                                               | Shoreline Setback _____                   |                       |
| Have there been any Variances or Conditional Uses applied for on this property? <i>YES NO</i> |                                           |                       |
| Is there or will there be any commercial use of this property? <i>YES NO</i> If yes, explain: |                                           |                       |
| _____                                                                                         |                                           |                       |
| Contractor Name: _____ License Number: _____                                                  |                                           |                       |

## SHORELAND DATA

|                                                                                     |           |
|-------------------------------------------------------------------------------------|-----------|
| Elevation of unaltered building site above lake/river/stream:                       | _____ ft. |
| Elevation of lowest floor or basement above lake/river/stream:                      | _____ ft. |
| Are you planning to remove any vegetation? <i>YES NO</i> If yes, explain: _____     |           |
| _____                                                                               |           |
| Are you planning to do any grading or filling? <i>YES NO</i> If yes, explain: _____ |           |
| _____                                                                               |           |
| _____                                                                               |           |
| _____                                                                               |           |

## ENVIRONMENTAL DATA

List the type of **existing** water supply system (see instructions): \_\_\_\_\_

For private water wells please give the depth and age of all wells: \_\_\_\_\_

If a **new** well is to be installed, please list the well driller's name: \_\_\_\_\_

Are there any abandoned or unused wells on the property: *YES NO* If yes, explain: \_\_\_\_\_

\_\_\_\_\_

List the type of **existing** septic systems on the property (see instructions): \_\_\_\_\_

For an **existing** system, please give the installer's name and age of the system: \_\_\_\_\_

For an **existing** system, please identify the type of septic tank (concrete, plastic, steel) and the capacity:

\_\_\_\_\_

For a **new** septic system, please identify the licensed designer and installer of the system: \_\_\_\_\_

\_\_\_\_\_

Does your property contain low areas, wetlands, or areas with occasional standing water? *YES NO* If yes, explain:

\_\_\_\_\_

\_\_\_\_\_  
**NOTE: SEE WETLAND DATA INSTRUCTIONS. IF ANY QUESTIONS, CALL SWCD 634-2757**

## ***ALL APPLICANTS MUST SIGN BELOW***

I hereby certify that I am the owner or authorized agent of the owner of the above property and that all uses will conform to the provisions of the Lake of the Woods County official controls. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize County staff to inspect the property during a review of the application during a reasonable time of day.

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**THIS PAGE TO BE COMPLETED BY ZONING OFFICE**

**PERMIT FEES:**

Permit Type(s) \_\_\_\_\_

CHECK # \_\_\_\_\_

Amount Paid \_\_\_\_\_

RECEIPT # \_\_\_\_\_

Amount Due \_\_\_\_\_

***APPLICABLE ZONING DISTRICTS***

***SOILS DATA***

- RESIDENTIAL DEVELOPMENT
- SOILTYPE \_\_\_\_\_
- COMMERCIAL-RECREATION
- NATURAL ENVIRONMENT
- GENERAL USE
- SHORELAND
- FLOODPLAIN
- OTHER \_\_\_\_\_

- PERCOLATION RATE \_\_\_\_\_
- DEPTH TO WATER TABLE \_\_\_\_\_
- DEPTH TO MOTTLED SOIL \_\_\_\_\_
- DATE OF SOIL TESTING \_\_\_\_\_
- ELEVATION AT BUILDING SITE \_\_\_\_\_

**SHORELAND MANGAGEMENT DATA**

**SUMMARY OF SUPPORTING DOCUMENTS**

LAKE\STREAM NAME \_\_\_\_\_  
CLASSIFICATION:  GD,  F,  A,  TR,  U  
OTHER \_\_\_\_\_

- SKETCH PLAN
- ELEVATION
- TOPO SURVEY
- LOT PROFILE
- HOUSE PLAN VIEW
- LOT SURVEY
- PERCOLATION DATA SHEETS
- OTHER \_\_\_\_\_
- WORKSHEETS
- SOIL BORINGS

**LAND USE PERMIT**

APPLICATION IS HEREBY DENIED  
 PERMISSION IS HEREBY GRANTED TO \_\_\_\_\_ FOR THE  
PURPOSE \_\_\_\_\_ IN \_\_\_\_\_  
METES OR BOUNDS OR LOT, BLOCK AND SUBDIVISION  
IN THE \_\_\_\_\_ 1\4 OF THE \_\_\_\_\_ 1\4 SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ ON \_\_\_\_\_  
BODY OF WATER  
AND \_\_\_\_\_ IN LAKE OF THE WOODS COUNTY, IN ACCORDANCE WITH THE APPLICATION, AND ANY  
PUBLIC ROAD #  
ADDENDUM FORM, PLANS, SPECIFICATIONS AND ALL OTHER SUPPORTING DATA, UNLESS SPECIFIED \_\_\_\_\_  
DATE  
BY ORDER OF: \_\_\_\_\_ THIS PERMIT TERMINATES ON \_\_\_\_\_  
LAKE OF THE WOODS COUNTY ZONING ADMINISTRATOR

**PERMIT #**

Conditions/Comments:

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