

# 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.

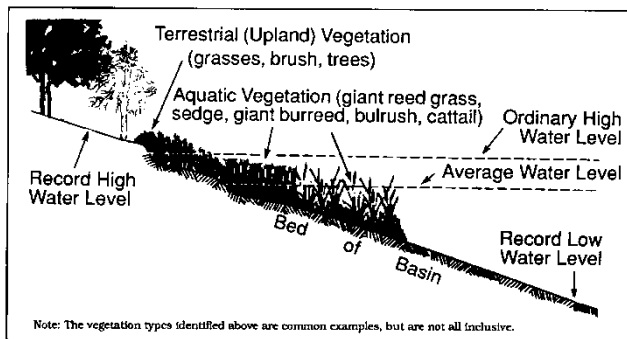
## STRUCTURAL DATA

**Proposed Structure:** Indicate the type of structure (what it will be used for) and the number of bedroom's, 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 sideyard 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 sideyard whether it is new or existing. The sideyard 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 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. The next question explains whether the wetland is within the proposal area or not, and if so, what your plans for draining or filling that area may be. 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: attempt to avoid impact, attempt to minimize impact and 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.

Setback Requirements for:	Lake of the Woods	Rainy River	Tributaries	Non- 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 drainfield	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'	100'	100'	--
Septic system to lot line	10'	10'	10'	10'
Septic system to well	50' or 100'	50' or 100'	50' or 100'	50' or 100'

### **APPLICATION FEES:**

See reverse side for current permit fee schedule.

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

Lake of the Woods County  
 Land and Water Planning  
 206 8<sup>th</sup> Ave SE – Suite #290  
 Baudette, MN 56623  
 (218) 634-1945



**LAKE OF THE WOODS COUNTY**  
 206 8<sup>th</sup> Ave SE – Suite #290 Baudette MN 56623-2867  
 Phone: (218) 634-1945 Fax: (218) 634-2509  
[www.co.lake-of-the-woods.mn.us](http://www.co.lake-of-the-woods.mn.us)

**LAND & WATER PLANNING OFFICE**  
**PERMIT FEE SCHEDULE**

**General Information:** Permits are required for any new building construction (including mobile homes) or alterations that change the outside dimensions of the structure; for the installation or alteration of on-site sewage treatment systems; and grading and filling in shoreland areas. Building contractor license numbers and site drawings are required for all building permits.

TYPE OF PERMIT	CURRENT FEE
<b>Land Use Permit:</b>	
Combined Permit (Includes house and sewage system) - Dwellings unit at or under 2,000 square feet footprint including attached garage - Dwellings unit over 2,000 square feet footprint including attached garage This is for undeveloped lots only or complete redevelopment of a lot	<b>\$150.00</b> <b>\$250.00</b>
Dwelling Unit with or without attached garage - At or under 2,000 square feet footprint - Over 2,000 square feet footprint Commercial building	<b>\$100.00</b> <b>\$200.00</b> <b>\$125.00</b>
Garage, storage sheds, or separate structure over 12' x 20'	<b>\$75.00</b>
Storage sheds, or structures smaller than 12' x 20' (No pre-site)	<b>\$50.00</b>
Legal addition(s) on a single structure	<b>\$75.00</b>
Deck (over 3 feet above the natural ground)	<b>\$50.00</b>
<b>Sewage Treatment Permit:</b>	
Residential sewage system per dwelling unit (new or alteration)	<b>\$100.00</b>
Drain field Extension	<b>\$50.00</b>
Commercial design with flow over 1,000 gallons per day	<b>\$150.00</b>
<b>Subdivisions:</b>	
Platting/Subdivision Application (Non-refundable) - base fee - plus <b>\$50.00/Lot</b> - payable at submission of Final plat	<b>\$400.00</b>
County Surveyor's Final Plat Check - base fee - plus <b>\$20.00/Lot</b> with minimum fee of \$500.00	<b>\$400.00</b>
Administrative Subdivision Application (Non-refundable)	<b>\$200.00</b>
Minor Subdivision Application (Non-refundable) – base fee - Plus <b>\$50.00/Lot</b>	<b>\$200.00</b>
County Surveyor's Review - base fee - plus <b>\$10.00/Lot</b> with minimum fee of <b>\$200.00</b>	<b>\$150.00</b>
<b>Special Use Request Permits:</b>	
Conditional Use Application (Non-refundable) - plus <b>\$46.00</b> Recording Fee	<b>\$200.00</b>
Variance Application (Non-refundable)- plus <b>\$46.00</b> Recording Fee	<b>\$200.00</b>
Zoning Amendment Application (Non-refundable)- plus <b>\$46.00</b> Recording Fee	<b>\$200.00</b>
Wetland Appeal Application Fee	<b>\$500.00</b>

**AFTER-THE-FACT LAND USE PERMIT** - Five (5) times the permit fee or \$10.00/square foot of the structure footprint, whichever is greater.

**AFTER-THE-FACT VARIANCE OR CONDITIONAL USE REQUEST** – Five times normal fee.

*Issuing of permits may initiate a review of your septic system. Nonconforming systems are required to be upgraded.*

**IMPORTANT NOTICE:** IT IS THE PROPERTY OWNERS RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS PRIOR TO ANY WORK BEING DONE.



## Application for a Land Use or Sewage Treatment 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. The application fee payable to **Lake of the Woods County Treasurer** must accompany this application.

Name of Applicant: _____
Property Owner (if different from Applicant): _____
Mailing Address: _____ _____
Site Address (if site has one): _____ _____
Daytime Phone: _____
Permit Type: <i>LAND USE</i> (new structure or addition) <i>SEWAGE TREATMENT</i>
Proposed structure and use (if new): _____

### PROPERTY DATA

Legal Description: _____ _____
Parcel Number: _____ Section #: _____ Township #: _____ Range #: _____
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? <i>YES</i> <i>NO</i> If yes, list: _____ _____
Shoreland Frontage: <i>YES</i> <i>NO</i> Lot width at shoreline: _____ ft

### STRUCTURAL/SEPTIC SYSTEM DATA

Dimensions: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height (ground level to peak): \_\_\_\_\_  
Square ft: \_\_\_\_\_ Total number of bedrooms after construction: \_\_\_\_\_

Please explain plans for walkouts, decks, accessory structures, etc.: \_\_\_\_\_  
\_\_\_\_\_

Complete for both Land Use and Sewage Applications:

Structural Setbacks: 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? YES NO

Is there or will there be any commercial use of this property? YES NO If yes, explain:

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

Contractor Name: \_\_\_\_\_ License number: \_\_\_\_\_

### ENVIRONMENTAL DATA

**Existing** water supply system (see instructions): \_\_\_\_\_

For private water wells, give depth and age: \_\_\_\_\_

If a **new** well is being installed, list well drillers name: \_\_\_\_\_

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

For an **existing** septic system, please provide the following information: \_\_\_\_\_

Type (see instructions): \_\_\_\_\_ Installer: \_\_\_\_\_

Age: \_\_\_\_\_ Tank Type (concrete, plastic, steel): \_\_\_\_\_ Capacity: \_\_\_\_\_

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

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 634-1842**

**SHORELAND DATA**

Elevation of unaltered building site above lake/stream/river: \_\_\_\_\_

Elevation of lowest floor or basement above lake/stream/river: \_\_\_\_\_

Are you planning to remove any vegetation? YES NO If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Are you planning to do any grading or filling? YES NO If yes, explain: \_\_\_\_\_

\_\_\_\_\_

**ALL APPLICANTS/OWNERS 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 the 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: \_\_\_\_\_

Owner (if not applicant): \_\_\_\_\_ Date: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE PLANNING OFFICE**

**Permit fees:**

Permit Type(s): \_\_\_\_\_ Check #: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

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

**APPLICABLE ZONING DISTRICTS**

**SOILS DATA**

- Residential – R1
- Commercial – Recreation
- Rural Residential – R2
- General Use
- Shoreland
- Floodplain
- Other \_\_\_\_\_

Soil Type \_\_\_\_\_

Percolation rate \_\_\_\_\_

Depth to Water Table \_\_\_\_\_

Depth to Mottled Soil \_\_\_\_\_

Date of Soil Testing \_\_\_\_\_

Elevation of Building Site \_\_\_\_\_

**SHORELAND MANAGEMENT DATA**

**SUMMARY OF SUPPORTING DOCUMENTS**

Lake/Stream Name \_\_\_\_\_

Classification:  GD,  JF,  JA,  TR,  JU

Other: \_\_\_\_\_

- Sketch Plan  House Plan View  Worksheets
- Elevation  Lot Survey  Soil Boring
- Topo Survey  Percolation Data Sheets
- Lot Profile  Other \_\_\_\_\_

APPLICANT:

## SKETCH PLAN

PERMIT #:

DATE:

**This section must be completed by the applicant. Please be as complete as possible. Include on the sketch the following items:**

Checklist:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Scale               | <input type="checkbox"/> Septic Tank Location        | <input type="checkbox"/> Indicate Areas of Steepness   |
| <input type="checkbox"/> Lot Dimension       | <input type="checkbox"/> Drainfield Location         | <input type="checkbox"/> Fill and Grading Limits       |
| <input type="checkbox"/> Structure Locations | <input type="checkbox"/> Proposed and Existing Wells | <input type="checkbox"/> Vegetation Alteration Limits  |
| <input type="checkbox"/> Sidelot Setback     | <input type="checkbox"/> Wetlands                    | <input type="checkbox"/> Location of Neighboring Wells |
| <input type="checkbox"/> Road Setback        | <input type="checkbox"/> Distance to Ord. High Water |  |

Scale of Diagram: 1 inch = \_\_\_\_\_