



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

635 Northridge Dr NW, Suite 250 • Pine City, MN • 55063 •
(320) 216-4220 • (800) 450-7463 Ext: 4220 • Fax (320) 591-1640

**APPLICATION FOR BUILDING SITE PERMIT:
SHORELAND/ FLOODPLAIN**

Purpose

The uncontrolled use of shorelands and floodplains of Pine County, MN affects public health, safety, and general welfare not only by contributing to pollution of public waters, but also by impairing the local tax base. Therefore it is in the best interests of public health, safety and welfare to provide for the wise use and development of shoreland and floodplains of public waters. The Legislature of MN has delegated responsibility to local governments of the state to regulate the subdivision, use and development of shorelands and floodplains of public waters to preserve and enhance the quality of surface waters, to protect and preserve the outstanding values of a designated Wild and Scenic River, conserve the economic and natural environmental values of shorelands and floodplains, and provide for the wise use of waters and related land resources.

Application Procedure:

- 1) Submit completed application, site plan, and permit fee. A separate fee will be required for each structure on the application. Place stakes marking the perimeter of the proposed structure(s).
- 2) County will conduct an inspection to determine that all applicable setbacks are met.
- 3) Permit is issued. Permit is valid for 1 year with possible extension. Permits under the Shoreland Management Ordinance require an on-site sewer system compliance inspection unless there is a valid Certificate of Compliance or if the structure is connected to city sewer. Please note that townships and cities may also require zoning permits.
- 4) Once the structure is built, contact the Inspector. Inspector will conduct final inspection to ensure structure was built as permitted.

Property

Owner: _____ **Mailing Address:** _____

City: _____ **State:** _____ **Zip Code:** _____ **Daytime Phone No.:** _____

Legal Description of Property Where the Project is Located

Lot: _____ Block: _____ Subdivision: _____ Gov't Lot _____

Property Address: _____

Section: _____ Township: _____ Range: _____ Parcel # (from Tax Statement): _____

Contractor: _____ State License #: _____

Address: _____ Phone #: _____

Type of Structure and Dimensions: (Length, Width, & Height)		Complete all that apply
Dwelling_____	Storage Bldg._____	Basement_____
Garage_____	RV_____	Crawlspace_____
Porch/Entry_____	Boathouse_____	Commercial_____
Addition_____	Deck_____	Agricultural Bldg._____
Other (specify)_____		

The proposed structure will be located in: (circle all that apply)

Shoreland Floodplain

SHORELAND PROJECTS

Sewer System: Does the property have a septic system? _____
 If **yes**, does the septic system have a valid Certificate of Compliance? _____
 If **no**, is the dwelling connected to a public sewer system? _____

Proposed Structure Setback from:

Ordinary High Water Level is _____ feet.
 Road Right-of-Way is _____ feet.
 Sideyard Property Lines are _____ feet, and _____ feet.
 Back Property Line is _____ feet.

FLOODPLAIN PROJECTS

Proposed structure will meet the following: (check one)

- Accessory structure smaller than 576 sq ft that will be internally flood proofed. No documentation required beyond this application.
- Structure elevated on fill to meet the Regulatory Floodplain Elevation (RFPE). Survey showing base flood elevation (BFE) and RFPE is required. For structures other than slab-on-grade, a blueprint showing structure's lowest floor elevation will be required.
- Structure elevated through methods other than fill. Survey and engineering designs showing the 100 year floodplain elevation and the structure's lowest floor elevation will be required.

Building Site Permit Fees:

Fees Must be Submitted with Application. A separate fee will be required for each proposed structure.

Dwelling or Dwelling Addition	\$150 _____
Garage, Boathouse, Deck, or Storage Building (120 sq. ft. or more)	\$100 _____
Garage, Boathouse, Deck, or Storage Building (under 120 sq. feet)	\$75 _____
If Located in Shoreland AND Floodplain (Additional Fee)	\$50 _____
Additional Site Visits/Charge per Visit	\$50 _____

Receipt # _____ Check # _____

Proposed Structure must be staked out at the time this Application is submitted.

Indicate below or on a separate sheet the following required information (in feet):

1. Distance of proposed structure from:
 - A. Lake or stream
 - B. Road right-of-way
 - C. Property lines
 - D. Sewage treatment system (existing & proposed) (septic tank & drainfield)
 - E. Water supply system (existing & proposed)
 - G. Existing structures.
2. Location of water supply and sewage treatment systems within 150' of property.
3. Dimensions of lot.
4. Location of all easements including drainage, utility, road or access.

Site Plan to Scale *(see sample site plan on following page)*

The undersigned hereby makes application for permit to construct as herein specified, agreeing to do all such work in strict accordance with the Ordinances of the County of Pine, Minnesota and any Township ordinances that may apply; Shoreland Management Standards set forth by Minnesota Department of Natural Resources, and Flood Plain Management Standards set forth by the Federal Emergency Management Authority. Applicant agrees that plot plans, sketches, specifications, documents and designs submitted herewith shall become a part of the permit and are a matter of public record. Construction shall not commence until permit has been issued. **UPON COMPLETION OF THE PROJECT, THE APPLICANT MUST CONTACT THE PLANNING & ZONING OFFICE FOR FINAL INSPECTION. CERTIFICATES OF COMPLIANCE WILL NOT BE ISSUED UNTIL SUCH TIME THAT THE FINAL INSPECTION HAS OCCURRED AND ALL PERMIT CONDITIONS AND INSPECTION REQUIREMENTS ARE SATISFIED.**

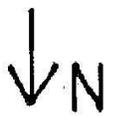
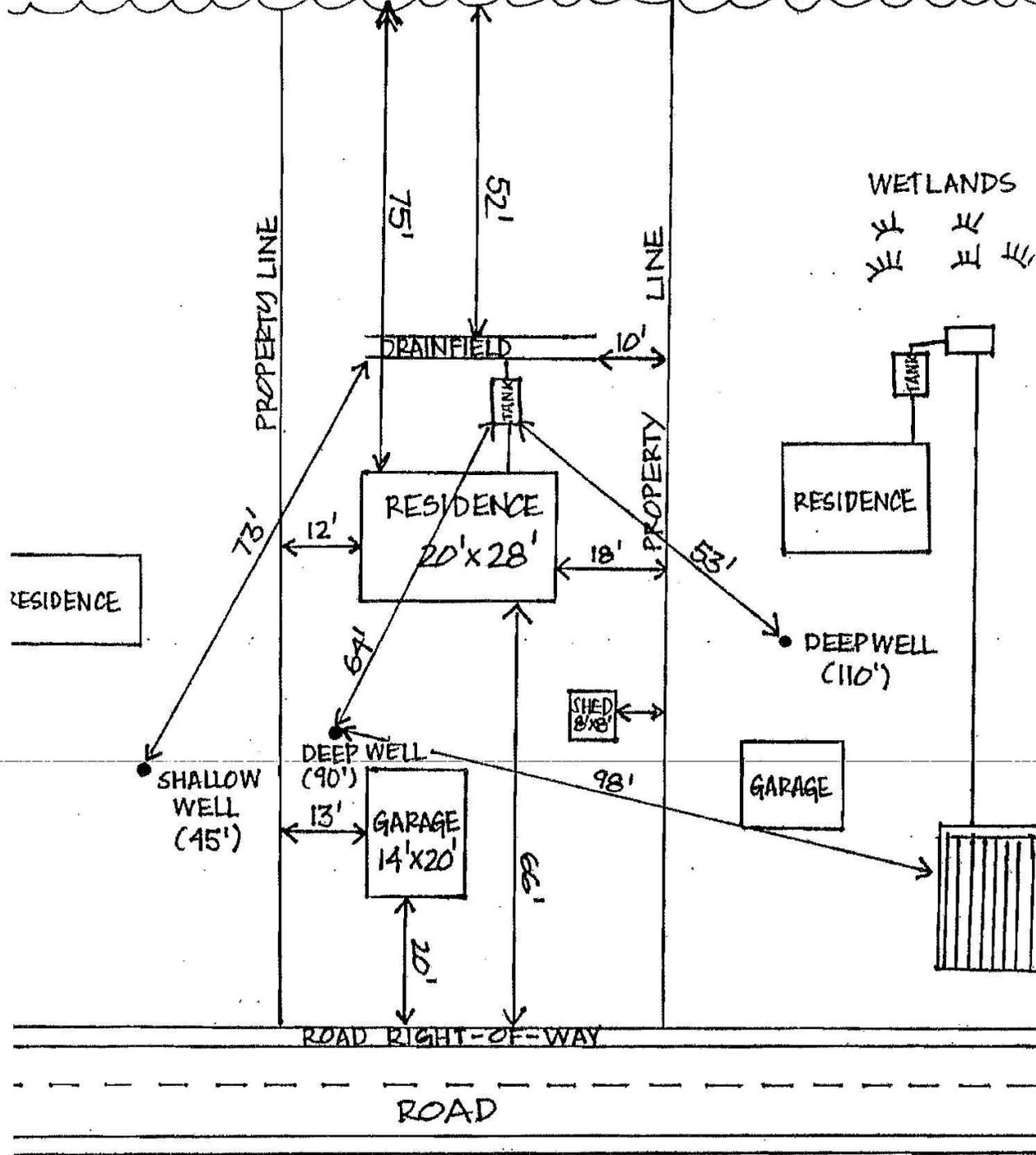
The undersigned acknowledges the above information and hereby permits Pine County Officials to enter upon the subject property during normal business hours for the purpose of such tests and inspections as may be appropriate for County Officials to process this permit application. If this permit application requires additional site visits, a fee of \$50 per additional visit will be applied.

Signature of Property Owner

Date

SAMPLE SITE PLAN

LAKE, RIVER, RESERVOIR, STREAM OR PROPERTY LINE



SCALE 1" = 20'

LOT = 55' X 160'