



**DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE**

1610 Hwy 23 N · Sandstone, MN 55072

(320) 216-4220 · (800) 450-7463 Ext:4220 · Fax (320) 216-4244

**APPLICATION FOR BUILDING SITE PERMIT:**

**Purpose**

*The uncontrolled use and development of land in Pine County, MN affects public health, safety, local tax base, and general welfare. Therefore, it is in the best interests of public health, safety and welfare to provide for the wise use and development of land and property within Pine County. The County Board has authorized the Zoning within Administrator and the Planning and Zoning Department to regulate the development and use of land and property the jurisdiction of Pine County.*

**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 rules and regulations are met.
- 3) Permit is issued. Permit is valid for 1 year with possible extension. Permits issued in a Shoreland area 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. The Inspector will conduct final inspection to ensure structure was built as permitted.

**Property Owner:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Legal Description of Property Where the Project is Located**

Property Address: \_\_\_\_\_

Parcel # (from Tax Statement): \_\_\_\_\_

Project located in Shoreland area? (1000' of a lake or 300' of a stream) (Yes or No): \_\_\_\_\_

Contractor: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

List all structures that you intend to build on the property, with each structure having its own section. Structures that must be identified include, but are not limited to: Dwellings, Structure Additions, Garages, Sheds, Decks, Patios, Barns, RV's/Campers and Boathouses. Please list any other structures not mentioned in the above list. Applicants in non-shoreland areas need not answer questions regarding the floodplain or OHWL.

**1) Type, Dimensions, and Use of Structure**

- a. **Proposed Structure Type** \_\_\_\_\_
- b. **Dimensions (Length x Width x Height)** \_\_\_\_\_
- c. **Will structure have a basement or crawl space?** \_\_\_\_\_
- d. **Will structure have a deck, attached or not attached?** \_\_\_\_\_
- e. **Is structure intended for human habitation?** \_\_\_\_\_
- f. **Will structure have plumbing? If yes, SSTS must be installed.** \_\_\_\_\_
- g. **# of Bedrooms: Existing** \_\_\_\_\_ **Proposed** \_\_\_\_\_
- h. **Setbacks:**  
Ordinary High Water Level \_\_\_\_\_ Distance from Center Line of Road \_\_\_\_\_  
Side yard Property Lines \_\_\_\_\_ Backyard Property Lines \_\_\_\_\_
- i. **Is structure in floodplain?** \_\_\_\_\_  
**If so, choose one (circle number), additional floodplain addendum sheet required:**
  - 1. Accessory structure smaller than 576 sq. ft.? Accessory will need to be internally floodproofed.
  - 2. Structure to be elevated on fill or other means to meet RFPE? A survey showing elevation of lowest floor is required. A benchmark will be required on property.

**2) Type, Dimensions, and Use of Structure**

- a. **Proposed Structure Type** \_\_\_\_\_
- b. **Dimensions (Length x Width x Height)** \_\_\_\_\_
- c. **Will structure have a basement or crawl space?** \_\_\_\_\_
- d. **Will structure have a deck, attached or not attached?** \_\_\_\_\_
- e. **Is structure intended for human habitation?** \_\_\_\_\_
- f. **Will structure have plumbing? If yes, SSTS must be installed.** \_\_\_\_\_
- g. **# of Bedrooms: Existing** \_\_\_\_\_ **Proposed** \_\_\_\_\_
- h. **Setbacks:**  
Ordinary High Water Level \_\_\_\_\_ Distance from Center Line of Road \_\_\_\_\_  
Side yard Property Lines \_\_\_\_\_ Backyard Property Lines \_\_\_\_\_
- i. **Is structure in floodplain?** \_\_\_\_\_  
**If so, choose one (circle number), additional floodplain addendum sheet required:**
  - 1. Accessory structure smaller than 576 sq. ft.? Accessory will need to be internally floodproofed.
  - 2. Structure to be elevated on fill or other means to meet RFPE? A survey showing elevation of lowest floor is required. A benchmark will be required on property.

**3) Type, Dimensions, and Use of Structure**

- a. **Proposed Structure Type** \_\_\_\_\_
- b. **Dimensions (Length x Width x Height)** \_\_\_\_\_
- c. **Will structure have a basement or crawl space?** \_\_\_\_\_
- d. **Will structure have a deck, attached or not attached?** \_\_\_\_\_
- e. **Is structure intended for human habitation?** \_\_\_\_\_
- f. **Will structure have plumbing? If yes, SSTS must be installed.** \_\_\_\_\_
- g. **# of Bedrooms: Existing** \_\_\_\_\_ **Proposed** \_\_\_\_\_
- h. **Setbacks:**  
Ordinary High Water Level \_\_\_\_\_ Distance from Center Line of Road \_\_\_\_\_  
Side yard Property Lines \_\_\_\_\_ Backyard Property Lines \_\_\_\_\_
- i. **Is structure in floodplain?** \_\_\_\_\_  
**If so, choose one (circle number), additional floodplain addendum sheet required:**
  - 1. Accessory structure smaller than 576 sq. ft.? Accessory will need to be internally floodproofed.
  - 2. Structure to be elevated on fill or other means to meet RFPE? A survey showing elevation of lowest floor is required. A benchmark will be required on property.

List all proposed structures not included above:

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**Shoreland Properties Only**

Will there be any grading, filling, or tree clearing not related to the structures? If so, describe: \_\_\_\_\_

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**Stormwater Management Plan:** Development must be planned to minimize the extent of disturbed areas, run-off velocities and volume, and erosion potential. Applicants are encouraged to describe measures to comply and may be required to do so as deemed necessary by County staff based on environmental sensitivity of the site. Strategies may include native plantings, infiltration basins or rain gardens, vegetated swales, etc. Include any features on your site plan (page 5). Please see County stormwater fact sheet for more information.

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**Grading and Filling Plan:** Describe the number of yards of earth to be moved, finished grade elevations, grading and aggregate stockpiling locations. Silt fence and mulch may be required, as deemed necessary by County staff and are encouraged in all cases.

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**Contractor or Individual Conducting Excavation:**

**Name** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Revegetation Plan:** Permanent vegetation cover must be established as soon as possible after soil disturbance. Mulches must be used in some cases for temporary bare soil coverage. Describe your strategy to comply:

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**Contractor or Individual Responsible for Revegetation:**

**Name** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Permit Completion Checklist**

**Please answer the following questions to ensure a complete application:**

**Will the proposed project be located in or near a wetland, or is construction likely to impact a wetland?** \_\_\_\_ If yes, consult our office for a review of WCA compliance.

**Did you stake all proposed structures on your property?** \_\_\_\_ If no, stake all structures on property. All proposed structures must be staked before a permit may be issued.

**Did you fill out the 'Proposed Structure' section to completion?** \_\_\_\_ If no, complete section.

**Did you attach a site sketch? \_\_\_\_ Was the following information included in the sketch?**  
If no, sketch must be included and labeled to completion.

**All structures (label 'E' for existing and 'P' for proposed)**

**All setbacks from Center Line of Road, OHWL (give measurements)**

**All Property Lines & Easements (give measurements)**

**Driveways/Patios/Parking Grading and Filling Areas (give measurements)**

**Tree/Vegetation Clearing (sketch areas)**

***I have completed all above steps. The information indicated on this application is accurate to the best of my knowledge.***

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**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_____
Patio	\$50_____
If project is located within the Floodplain (Additional Fee)	\$50_____
Additional Site Visits/Charge per Visit	\$50_____
<b>TOTAL</b>	<b>\$_____</b>

**INTERNAL USE: Receipt #\_\_\_\_\_ Check #\_\_\_\_\_**

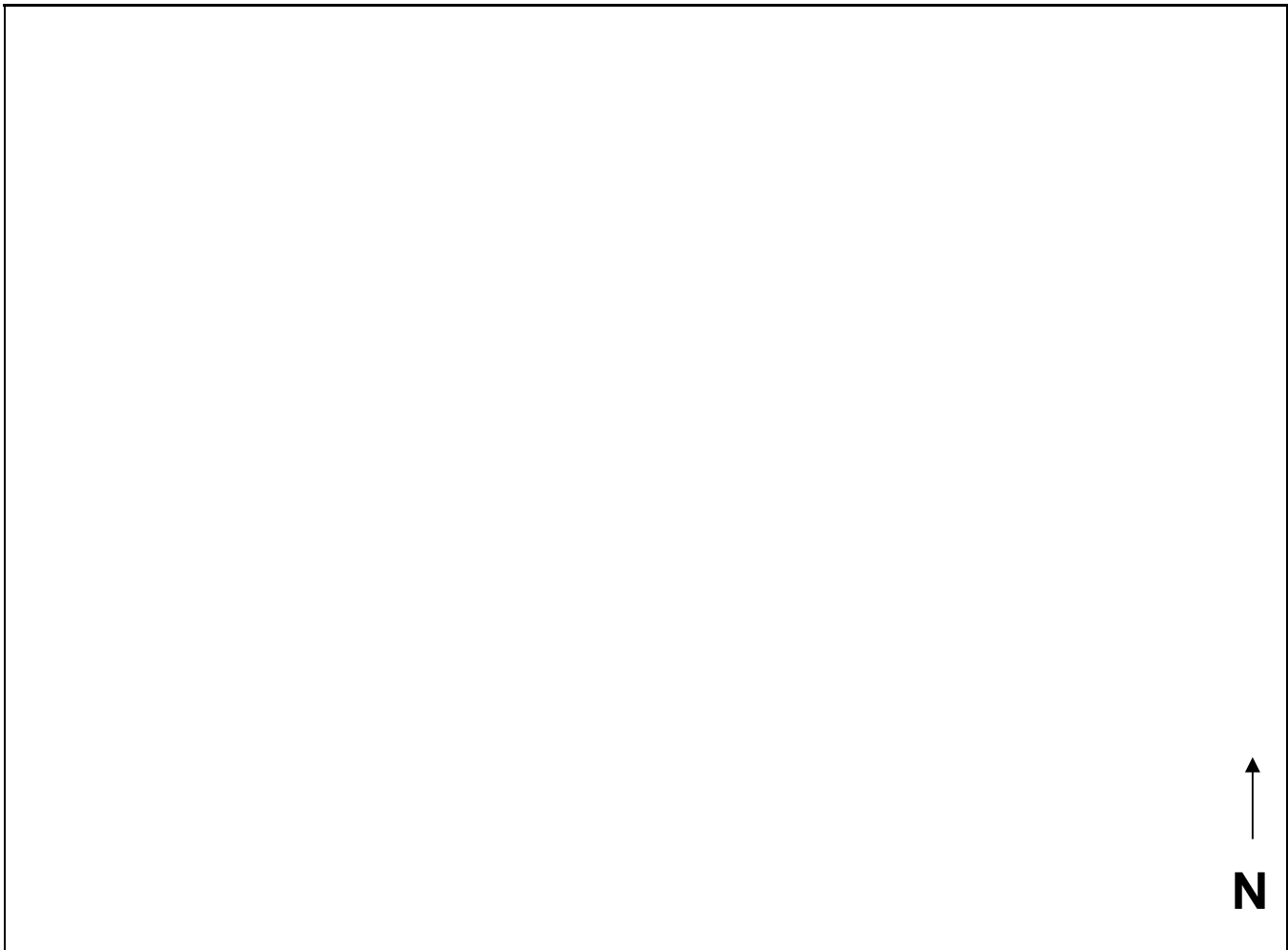
**Sketch your Site plan below or submit your site plan as attachment**

Site plans should include the following items, including size and distances from proposed structure(s):

**All projects:** • Property lines • Roads and Driveways • Wetlands • Existing structures • Easement Locations  
• Sewage Treatment Systems • Patios • Water supply wells

**Shoreland projects:** • Lake or stream • Tree/vegetation clearing • Grading/filling areas and amounts • Stormwater management features

**Site Plan to Scale** (Include attached structures: porches, decks, staircases, etc. & see sample 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**

\*\*Permits expire one year from issue date.

Revised 03/01/2021

# EXAMPLE SITE PLAN

