

PROJECT DESCRIPTION

Description & Dimensions & Use of project, including accessory structures, if any, (example: 60 x 80 house, 40 x 20 shed - cold storage)

Project #1 USE: _____ Dimensions _____ Height: _____
Project #2 USE: _____ Dimensions _____ Height: _____
Project #3 USE: _____ Dimensions _____ Height: _____
Project #4 USE: _____ Dimensions _____ Height: _____

Total Valuation of Work for all projects (not including land) \$ _____

WORK CATEGORY

_____ New
_____ Addition/remodel
_____ Move/Relocate
_____ Septic System
_____ Other

ITEMIZATION OF FEES

Residential Dwelling	\$100	Commercial/Industrial Building	\$250
Accessory Structure/Alteration	\$50	Administrative Alteration	\$125
Septic System		Variance	\$300
Install by Lic. Installer	\$150	Conditional Use Permit	\$300
Install by home owner	\$300	Other	
Commercial system	\$200		

Total Fees:

Make check payable to Polk County Treasurer

*Note that all projects in the floodplain will be charged an additional \$200 – a separate check is requested, refundable upon receipt of certificate of elevation.

PERMIT ISSUANCE may take 1 to 2 weeks.

Have you paid your rural addressing fee? Yes No (Circle One)

If not, contact the Polk County Highway Department (281-3952).

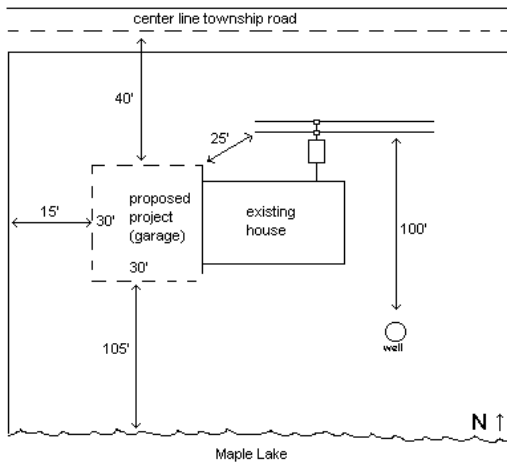
Is this a new lot? Yes No (Circle One)

I hereby apply for a Building/Zoning Permit, and I acknowledge that all info provided for application review, including required sketch plans, is complete and accurate; that the work will be in conformance with all applicable Zoning Ordinances; that I understand this is not a permit, but only an application for a permit, and work is not to start without a permit; and the work will be in accordance with the approved plan . I also understand that by submitting this application, I am consenting to allow the Administrator (or Zoning employees) to inspect and verify that all information in the application is complete and correct; and to conduct inspections before, during and after construction for compliance with the permit and the Zoning Ordinance.

I further acknowledge that if I begin work prior to receipt of a permit and placard, I may be subject to increased permit fees and penalties.

APPLICANT'S SIGNATURE _____ **DATE** _____

**EXAMPLE
Sketch Plan**



Sketch Plan Requirements

PLEASE INCLUDE THESE ITEMS IN YOUR SKETCH PLAN BELOW:

- North Arrow
- Lot Dimensions
- Distance of project to property line(s)
- Distance of project to road(s)
- Distance of project to lake(s)
- Show ALL other structures on property
- Well location
- Septic tank location and distances from well and other structures

Applicant's sketch (below)

FOR TOWNSHIP USE ONLY

Townships that do joint permitting and therefore require that township to sign this application are:

Andover		Liberty	Onstad	Sullivan
Bygland	Grand Forks	Lowell	Parnell	
Crookston	Huntsville	Northland	Rhinehart	
Esther				

Township Approval: _____ **Date** _____

Township NOTES:

FOR POLK COUNTY USE ONLY

Property located in:

Floodplain - yes ____ no ____ Note: _____

Wetland - yes ____ no ____ Note: _____

Shoreland - yes ____ no ____ Note: _____

Date Application Sent: _____ By _____ Date Application Recv'd: _____

PERMIT NUMBER: _____ Date Permit Mailed: _____

P & Z Administrator Approval: _____ **Date** _____

Polk County Zoning NOTES: