



# LAND USE/ZONING PERMIT APPLICATION

Polk County Environmental Services

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SECTION/TOWNSHIP	LAKE NAME	LOT SIZE OR ACRES	SITE NO.	PARCEL NO.

## PROJECT CONTACT:

Applicant Name: \_\_\_\_\_  
  **Last**    **First**

Legal Land Owner (if different than Applicant): \_\_\_\_\_

MAILING Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

SITE Address (if different than mailing) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

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## BUILDING CONTRACTOR:

Are you doing the work yourself? Yes \_\_\_\_\_ No \_\_\_\_\_ (if No, fill in contractor information below\*)

Company: \_\_\_\_\_ State Lic. # \_\_\_\_\_

Name: \_\_\_\_\_  
  **Last**    **First**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*\* All Residential Building Contractors must be licensed by the Minnesota Department of Labor & Industry*

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## SEPTIC SYSTEM CONTRACTORS:

Designer: \_\_\_\_\_ License #: \_\_\_\_\_

Installer: \_\_\_\_\_ License #: \_\_\_\_\_

\*Compliance Inspector: \_\_\_\_\_ License #: \_\_\_\_\_

\*(A valid compliance inspection is required before a permit may be issued in the Shoreland Zoning District)

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**PROJECT DESCRIPTION**

**Description & Dimensions & Use** of project, including accessory structures, if any, (example: House - 60' x 80', Attached Garage - 28' x 30', Shed - 40' x 60', Grain Bin - 48' Dia.)

Project #1 USE: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Height to Peak: \_\_\_\_\_  
 Project #2 USE: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Height to Peak: \_\_\_\_\_  
 Project #3 USE: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Height to Peak: \_\_\_\_\_  
 Project #4 USE: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Height to Peak: \_\_\_\_\_

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

**WORK** \_\_\_\_\_ New \_\_\_\_\_ Move/Replace \_\_\_\_\_ After the Fact Permit  
**CATEGORY** \_\_\_\_\_ Addition/remodel \_\_\_\_\_ Septic System \_\_\_\_\_ Other

**ITEMIZATION OF FEES**

Residential Dwelling	\$100	Commercial/Industrial Building	\$250
Accessory Structure/Alteration	\$50	Administrative Variance/Alteration	\$125
Bin Complex	\$250	Variance	\$300
Septic System		Conditional Use Permit	\$300
Install by Lic. Installer	\$150	After the Fact Permit = 3 x normal fee plus	
Install by home owner	\$300	\$150 penalty fee	
Commercial system<2,500 GPD	\$300 +	After the Fact Variance	\$1000
25% inspection cost		Other _____	

**Total Fees:**

*Make check payable to **Polk County***

\*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.  
 \*\* All after the fact permits will be subject to a fee of three times the normal permit fee plus a \$150 penalty fee as set by the Polk County Board of Commissioners.

**PERMIT ISSUANCE may take 1 to 2 weeks.**

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** \_\_\_\_\_

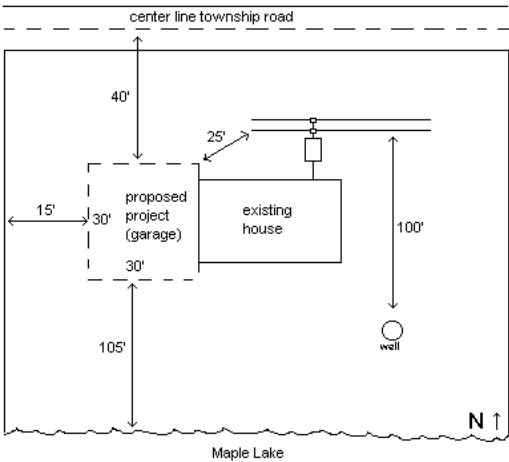
**Legal Landowner Signature (if different)** \_\_\_\_\_ **Date** \_\_\_\_\_

**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
- Drainfield location
- Structure locations, sizes and height

**EXAMPLE Sketch Plan**



\*Zoning [setback information](#) and [aerial maps](#) can be found on the Polk County Website at [www.co.polk.mn.us](http://www.co.polk.mn.us)

Applicant's sketch (below or on attached aerial map)

**FOR TOWNSHIP USE ONLY**

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

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

**Township Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Township NOTES:

\*Any permit issued within an Incorporated Airport Zoning District must be signed by authorized official.

**FOR POLK COUNTY USE ONLY**

Property located in:

Floodplain - yes \_\_\_\_ no \_\_\_\_ Note: \_\_\_\_\_

Wetland - yes \_\_\_\_ no \_\_\_\_ Note: \_\_\_\_\_

Shoreland - yes \_\_\_\_ no \_\_\_\_ Note: \_\_\_\_\_

*\*New Construction on undeveloped lot - Yes \_\_\_\_ No \_\_\_\_*

*\*Does lot meet current conforming lot standards - Yes \_\_\_\_ No \_\_\_\_*

Date Application Sent: \_\_\_\_\_ By: \_\_\_\_\_ Date Application Recv'd: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_ Date Permit Mailed: \_\_\_\_\_

**P & Z Administrator Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Polk County Zoning NOTES:**