

**STEARNS COUNTY/TOWNSHIP  
APPLICATION FOR CONSTRUCTION SITE PERMIT**

Stearns County Environmental Services  
705 Courthouse Square, Administration Center Room 343, St. Cloud, MN 56303  
(320) 656-3613 or 1-800-450-0852 • Fax (320) 656-6484

**\*\*\*SEE ATTACHED CORRESPONDING NUMBER FOR EXPLANATIONS\*\*\***

1. Property Owner's Name _____	2. Telephone Number _____
3. Address of Property _____	
4. Mailing Address _____	
5. Parcel I.D. Number _____	6. Township _____
7. Section _____	
8. Legal Description _____	
_____	

9. Project Description: \_\_\_\_\_  
(If proposed structure is intended to house livestock, including horses, **STOP HERE**, and see feedlot staff)

10. Contractor's Name/License Number: \_\_\_\_\_ Telephone # \_\_\_\_\_

11. Lot Dimensions: \_\_\_\_\_

12. Lot Area: \_\_\_\_\_

*\*If application is for more than one structure, indicate the setbacks from each structure.*

	Existing	Proposed
13. House Dimensions:		
14. House Area (including attached garage):		
15. # of Accessory Structures (including detached garage):		
16. Area of All Accessory Structures:		
17. Deck(s) Dimensions:		
18. Total Area of All Decks:		
19. Area of Driveway:		
20. Area of Sidewalks, Patios, etc.:		
21. Lot Coverage (from Lot Coverage Calculation Worksheet):		
22. Parking Spaces:		
23. Number of Bedrooms:		
24. Number of Baths:		
25. Number of Floors:		
26. Sidewall Height (including Dormers):		
27. Building Height:		
28. Walk Out?                      Yes / No		
29. Retaining Wall(s):            Yes / No		
30. Front (OHWL) Setback:		
31. Distance to Bluff:		
32. Rear Setback:		
33. Side Setback (1):		
34. Side Setback (2):		
35. Encroachments:		
36. Road Right of Way Setback:		
37. Road Centerline Setback:		
38. Distance to Septic Tank: (10 ft. minimum)		
39. Distance to Drainfield: (20 ft. minimum)		

40. Distance to Feedlots:		
41. Distance to Wetlands:		
42. Project Will Disturb More Than One Acre (43560 ft <sup>2</sup> )?		

**\*\*\*ANY PROJECT CHANGES MADE AFTER RECEIVING YOUR PERMIT MUST BE\*\*\*  
DOCUMENTED ON THE ORIGINAL PERMIT OR AFTER-THE-FACT FEES MAY APPLY.**

43. For Agricultural Construction - If this structure is intended to house livestock, including horses, a feedlot permit shall be required according to Section 6.7.4 of the Stearns County Zoning Ordinance (# 209).

44. For Non-Agricultural Construction in Agriculturally Zoned Areas - If this non-agricultural structure is to be constructed within an agriculturally zoned area, it is important to realize that at times, there may be: odor from livestock operations and manure applications; noise from farm equipment; and occasional soil, mud or manure left on roads throughout the year.

45. **Agreement:** I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions, and to abide by all of the ordinances of Stearns County regarding actions taken pursuant to this application. Any plans submitted herewith shall become part of the permit application. This application shall not be considered a complete application until the applicant has staked the proposed building site. **Incomplete applications shall expire six (6) months from the date of application.** It is the responsibility of the applicant to obtain any other necessary permits from their Township. Signature of this application authorizes Environmental Services Staff to enter upon the property to perform needed inspections. Entry may be without prior notice.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*46. Township Approval*

A Valid Township signature may be required prior to Stearns County reviewing permit application.

Permit Conditions: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Township Signature

Date: \_\_\_\_\_

FEE: \_\_\_\_\_ (NON-REFUNDABLE)

(NON-REFUNDABLE) ADDRESSING FEE: \_\_\_\_\_  
FOR NON-ADDRESSED PROPERTIES ONLY

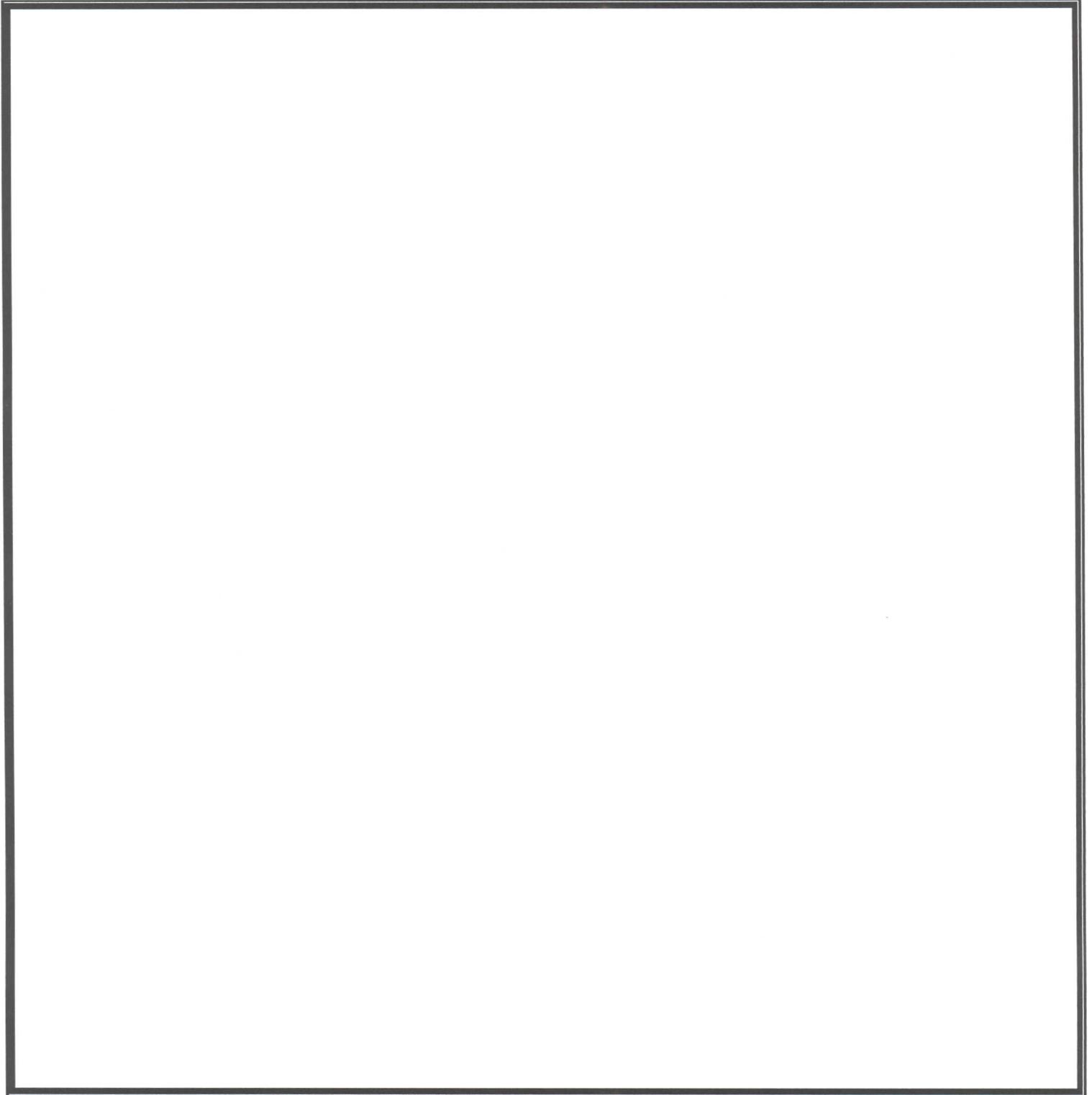
Receipt Number: \_\_\_\_\_

Parcel #: \_\_\_\_\_

## Site Plan

Indicate in the space below the following:

1. Dimensions of existing and proposed structures.
2. Setbacks from: OHWL (ordinary high water level), front yard, rear yard, side yard, encroachments, road right-of-way, centerline, bluff.

A large, empty rectangular box with a double-line border, intended for the site plan drawing. The box is currently blank.

## WETLAND ADVISORY

Will your proposed project result in impacts to wetlands?

**A wetland is a landscape feature transitional between terrestrial and aquatic systems where the water table is usually at or near the surface of the land or is covered by shallow water. The presence of surface inundation or saturation in a wetland results in a prevalence of wetland vegetation and specific characteristics developing in the soil. Wetlands may also be referred to as swamps, bogs, sloughs, nuisance-wet spots, low ground and others.**

There are eight types of wetlands in Minnesota:

- ◆ Type 1 - Seasonally flooded basins or flats. Soil is covered with water or waterlogged during seasonal periods, but is usually well drained during the growing season.
- ◆ Type 2 - Wet meadows. Soil is usually without standing water most of the growing season but is waterlogged within a few inches of the surface.
- ◆ Type 3 - Shallow marshes. Soils, which are usually waterlogged during the growing season and are often covered with up to 6 inches of water. Many have cattails and bulrushes and small open water areas.
- ◆ Type 4 - Deep marshes. Soils, which are usually covered with 6-inches to 3-feet of water during the growing season, Many have cattails and bulrushes and small open water areas.
- ◆ Type 5 - Open water wetlands. Shallow water ponds and reservoirs with water 3 to 10 feet deep.
- ◆ Type 6 - Shrub swamps. Soil is usually waterlogged during the growing season and is often covered with as much as 6-inches of water.
- ◆ Type 7 - Wooded swamps. Soil is waterlogged at least to within a few inches of the surface during the growing season with as much as one foot of water. Occur mostly along sluggish streams and flood plains.
- ◆ Type 8 - Bogs. Soil is usually waterlogged and supports a spongy covering of mosses.

Stearns County Environmental Services reminds you that State and Federal Law prohibits the draining or filling of wetlands, unless specifically approved or exempted by the appropriate authorities. Stearns County Environmental Services administers the Minnesota Wetland Conservation Act (WCA) and the U.S. Army Corps of Engineers administers Section 404 of the Clean Waters Act.

Filling or draining a wetland in violation of the Minnesota WCA or the Clean Waters Act can result in criminal penalties and fines. If a violation exists on a property, a restoration order may be issued that requires the property owner to restore the impacted wetland to its former condition (this may include the removal of buildings and all fill material in the impact area).

**As the applicant for this permit or project, you are responsible for determining whether any wetlands will be affected by this proposed project. If you believe there is potential for wetland impacts associated with your project, you are advised to contact Stearns County Environmental Services before commencing any such work.**



## PERMIT APPLICATION KEY

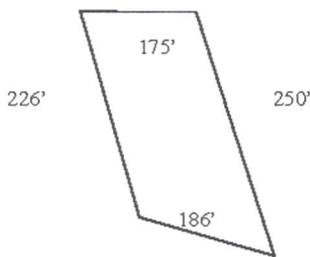
1. Property Owner's Name: Print name of property owner. Applications will only be accepted from property owner or authorized agent.
2. Telephone Number: Print both home and work telephone numbers.
3. Address of Property: Indicate property address. If you do not have a property address, leave blank and staff will assign an address.
4. Mailing Address: If property address is different from your mailing address, please indicate.
5. Parcel I.D. Number: Parcel I.D. number may be obtained from your property tax statement. It is located in the upper right-hand corner. This number starts with the letter "R" followed by a ten digit number (i.e. R xx.xxxxx.xxx).
6. Township: Indicate township name.
7. Section: Section number may be obtained from tax statement, deed, or abstract.
8. Legal Description: Legal description may be obtained from tax statement, deed, or abstract. For example, Lot 2 Block 1, Blank Addition.
9. Project Description: Describe project. Include decks or accessory structures that are proposed to be built under this permit. Permits are valid for 1 year from date of issuance.
10. Contractor's Name/License Number: Indicate contractor's name and license number. The State of Minnesota requires that all residential building contractors, remodelers, and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. If you will be the general contractor, you are exempt from this requirement but are required to sign the attached waiver entitled "Building Permit Applicant: Property Owner".

### STAKE PROPOSED STRUCTURES OR ADDITIONS PRIOR TO SUBMITTING PERMIT APPLICATION.

#### THE FOLLOWING INFORMATION MUST BE INCLUDED ON SITE SKETCH FOR ALL PROPOSED AND EXISTING STRUCTURES.

##### Dimensions

11. Lot Dimensions: Length and width of the lot.
12. Lot Area: Calculate lot area by multiplying the length of the lot times the width. However, if the length and width vary, as in the example, take the average length and width:



$$\begin{aligned}\text{Average Width: } & 175' + 186' = 361/2 = 181' \\ \text{Average Length: } & 226' + 250' = 476/2 = 238' \\ \text{Lot Size: (W) } & 181' * (\text{L}) 238' = 43,078 \text{ square feet} \\ \text{Lot Area: } & 43,078 \text{ square feet}\end{aligned}$$

13. House Dimensions: Length and width of the house/principal structure. A principal structure is any structure that is not an accessory structure. For example, a residential dwelling is a principal structure. Only one house/principal structure is allowed on a parcel.
14. House Area: Calculate the area of the proposed or existing house/principal structure by multiplying the length times the width. Include area of attached garage if applicable.
15. Number of Accessory Structure and Dimensions: Indicate number of structures. Include length and width of proposed and existing accessory structure(s). An accessory structure is a structure on the same lot with, and incidental and subordinate to, the principal structure. For example, a detached building (garage) is an accessory structure.

16. Area of Accessory Structures: Calculate the area of proposed and existing accessory structures by multiplying the length times the width. Include area of detached garage if applicable.
17. Deck(s) Dimensions: Indicate dimensions of all decks.
18. Total Area of All Decks: Calculate area for each deck by multiplying the length times the width and add together.
19. Area of Driveway: Measure driveway length from the road right of way to the beginning of the driveway. Measure driveway width by measuring the width at the beginning, at the right of way, at the middle, and  $\frac{1}{4}$  of the way from each end. Add the 5 measurements together and divide by 5 to get the average. Using the average, multiply by the driveway length and this will give you the area of the driveway.
20. Area of Sidewalks, Patios, Etc: Calculate area for each by multiplying the length times the width and add together.
21. Lot Coverage: Lot coverage is determined by dividing the area of a lot that is covered by impervious surfaces by the lot area. Impervious surfaces are surfaces that are highly resistant to infiltration by water. They include but are not limited to the following: houses, garages, driveways, sidewalks, decks, patios, parking pads or lots, landscaped areas, etc.
22. Parking Spaces: Parking space standards need to be met if the permit application is for a provisional use. The number of required off-street parking spaces is based on type of use. For example, eating and drinking establishments must provide one space for each three seats, based on maximum design capacity. If applicable, indicate parking space allocation on site sketch.
23. Number of Bedrooms: Indicate number of bedrooms.
24. Number of Bathrooms: Indicate number of bathrooms.
25. Number of Floors: Indicate number of floors and if the structure has a walkout basement and if retaining walls are to be used. For retaining walls, indicate proposed location, length, and height on site plan.
26. Sidewall Height: Indicate sidewall height.
27. Building Height: Indicate building height. Height is defined as the vertical distance between the highest adjoining ground level at the building or ten feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or height of the top of the highest gable of a pitched or hipped roof.
28. Walkout: Indicate if the structure has a walkout basement.
29. Retaining Wall: Indicate the proposed location, length, and height on site plan.
30. Front (OHWL) Setback: On riparian lots, the front yard setback is measured from the OHWL (ordinary high water level). A riparian lot borders a waterbody. On non-riparian lots, the front yard setback is measured from the road right-of-way or centerline, whichever is more restrictive. See #36 and #37 for explanation on how to determine the road right-of-way or centerline setback.

ordinary high water level and averages 30% or greater. The slope must be located in shoreland and drain toward the water body. Environmental Services staff can make a bluff determination.

2. Rear Setback: On riparian lots, the rear yard setback is measured from the road right-of-way or centerline, whichever is more restrictive. On non-riparian lots, the rear setback is measured from the rear lot line. See #36 and #37 for explanation on how to determine the road right-of-way or centerline setback.
3. & 34. Side Setbacks: The side yard setback is measured from both side lot lines.
5. Encroachments: The following shall be permitted encroachments into setback requirements: 1) Flues, roof overhangs, awnings, bay windows and chimneys up to 2 feet in width; 2) Steps, sidewalks, stoops, and exposed wheelchair ramps up to 4 feet in width; 3) Recreational playground equipment for private use. Indicate any encroachments on site sketch.

36. Road Right-of-Way Setback: In some areas the road right-of-way is marked with a ROW marker. If a survey has been completed and your property lines have been marked with survey pins, the pin located nearest the road would indicate the right-of-way. If you still cannot locate the right-of-way: 1) for township roads- contact your township and ask them to determine ROW; 2) For County roads-contact Stearns County Public Works at 320-255-6180. Measure from this point to the closest point of the proposed structure or addition. On riparian lots, the road right-of-way or centerline setback, whichever is more restrictive, is also the rear yard setback. On non-riparian lots, the road right-of-way or centerline setback, whichever is more restrictive is also the front yard setback. Duplicate these numbers in the appropriate section.
37. Road Centerline Setback: Measure from the centerline of the road to the closest point of the proposed structure or addition. The more restrictive setback from the road right-of-way or centerline shall apply.
38. Distance To Septic Tank: Indicate distance from septic tank to proposed structure(s).
39. Distance To Drainfield: Indicate distance from drainfield to proposed structure(s).
40. Distance To Feedlots: If permit application is for a residential dwelling unit or an addition to a residential dwelling unit, indicate the approximate distance from nearest feedlots. Stearns County Feedlot staff will be verifying that all setbacks are met during the application review process.
41. Wetlands: Indicate distance from wetland to proposed structure(s). Caution: standing water is not always present in wetlands. SEE WETLAND ADVISORY LITERATURE.
42. Even though disturbance may be less than 1 acre, if your parcel is part of a newer or larger subdivision, each individual lot may be required to obtain a National Pollutant Discharge Elimination System (NPDES) Permit through the Minnesota Pollution Control Agency.
43. Agricultural Construction: General information for housing animals.
44. Non-Agricultural Construction in Agriculturally Zoned Areas: General information.
45. Agreement: Please read agreement and date & sign application.
46. Township Approval: A valid township signature may be required prior to Stearns County reviewing any permit application.