

Permit # \_\_\_\_\_

Routing:

Applicant Agent  
 Township Sheriff  
 Health Dept. Assessor

## LAKE COUNTY LAND USE APPLICATION FOR GRADE/FILL & LAND ALTERATIONS

Permit Fee: \$100 After the Fact: \$400 (or \$800 if applicable)

Make Check Payable to: Lake County Auditor

**Incomplete Applications will be Returned!**

**If also applying for Structure Placement:** Please complete the full Structure Placement Permit, and attach Sections C, D, & E from Grade/Fill application. One Site Sketch form for both Grade/Fill & Structure Placement is sufficient if all information requested is provided.

A. GENERAL PROPERTY INFORMATION					
PROPERTY OWNERS NAME		DAY PHONE		AGENT OR CONTRACTOR NAME	
				<input type="checkbox"/> Check box if permit is to go to Agent/Contractor	
COMPLETE MAILING ADDRESS		PROJECT SITE ADDRESS		AGENT OR CONTRACTOR ADDRESS	
PROPERTY OWNER EMAIL		CONTRACTOR PHONE		AGENT OR CONTRACTOR EMAIL	
B. PROPERTY DESCRIPTION & LAND FEATURES					
Section	Township	Range	Township Name	Acreage	Parcel Number(s)
Quarter Section/Legal Description (attach separate sheet if necessary)					
Existing Land Use			Lot Dimensions		Nearest Road Access (attach map if site is remote)
			_____ X _____		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Property within Shoreland? (1,000' of lake or 300' of river) If yes, name of lake/river: _____			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Property within North Shore Management Zone (NSMZ)?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Property within Lake Superior Erosion Hazard Area?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Wetland Present (If yes, show on sketch)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Legal Access from public road?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Bluff Present (If yes, show on sketch)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Well on Property? (If yes, show on sketch)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this Property Leased or Contract for Deed? If Leased or Contract for Deed property, you must attach written authorization.			If yes, from:
C. PROJECT INFORMATION <span style="float: right; font-size: small;">Note: <u>New driveways</u> require a driveway access permit from the road authority.</span>					
PROJECT DESCRIPTION- Describe the project and show activities in Section E Site Sketch					
Estimate of total area to be disturbed by project (square feet):		Total Square feet of wetland impact:		Finished slope in % grade:	
<u>Shoreland:</u> Within 1,000' of a Lake, 300' of a River or NSMZ				<u>Non-Shoreland:</u>	
Total Estimated Wetland Fill (Cubic Yds.)**				Total Estimated Wetland Fill (Cu. Yds.)**	
Total Estimated Non-Wetland Fill (Cu. Yds.)				Total Estimated Non-Wetland Fill	
** If the project has wetlands or low areas that will be impacted by grading and/or filling activities, mark those locations on your site sketch.					
D. EROSION CONTROL PRACTICES					
Indicate the following erosion control measures that will be used (before, during, and after) as part of your project.					
<input type="checkbox"/> Maintaining Vegetative Buffer		<input type="checkbox"/> Berms or biologs		<input type="checkbox"/> Silt Fencing	
<input type="checkbox"/> Native seed & mulch		<input type="checkbox"/> Erosion blankets		<input type="checkbox"/> Other: _____	
<b>Steep Slopes:</b> If construction site or driveway contains steep slopes, what protective measures will be used? No land/soil disturbance is permitted on slopes >18% without protective measures.					

**E. GRADING & FILLING ACTIVITIES SITE SKETCH FORM**

DRAW AND LABEL ON SKETCH:

- Property Lines
- ALL Structures on the Property & Dimensions
- ALL Driveways/Access Roads
- Location of all Lakes, Rivers/Streams, Defined Bottom Watercourses, Wetlands/low areas

- Location of Septic System & Tank
- Location of Secondary Septic Site (Per Septic Permit)
- Location & Dimensions of Proposed Grading & Filling
- Location of Erosion Control Measures
- Location of Steep Slopes (>18%)

You may attach a separate sheet IF it has the required information indicated above.

NOTE: If this project's construction activity is disturbing more than one acre or more of soil, a Minnesota Pollution Control Agency Construction Stormwater Permit is Required. Go to <https://www.pca.state.mn.us/water/construction-stormwater> for more Information.

<b>F. AGREEMENT &amp; SIGNATURES</b>				
<b>** Proposed projects and driveways must be staked at the corners or flagged at the driveway centerline**</b> <b>Failure to stake the proposed project or flag the proposed driveway may delay the processing of this application.</b> <b>Random site visits are completed to check placement of proposed project and driveways.</b>				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did you Flag/Mark the location of proposed activities?		
<ol style="list-style-type: none"> <li>1. I hereby certify that I am the owner of the described property and that all uses will conform with existing state laws and local ordinances.</li> <li>2. I further certify that I will comply with all conditions placed upon this permit should this application be approved.</li> <li>3. I agree to provide erosion control measures including, but not limited to, mulch and silt fencing in accordance with Best Management Practices.</li> <li>4. I certify that the separation distances on this sketch plan are to the best of my knowledge true and correct. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid.</li> <li>5. I consent to site visits by County representatives between the hours of 8:00 A.M. to 6:00 P.M. and understand that a land use permit must be issued prior to any activities taking place on the property.</li> <li>6. I agree to stabilize exposed soils and disturbed areas if left inactive for seven (7) days or more.</li> </ol>				
Owner Name		Owner Signature		Date
The property owner's signature is required above if an Authorized Agent is to act on their behalf, giving permission to the agent to modify and make changes to this application. The Authorized Agent's signature is also required.				
Authorized Agent Name		Authorized Agent Signature		Date
<b>Contractor Statement</b>				
I understand under contractor liability laws (M.S.103G.2212), that I share responsibility for compliance with appropriate laws & ordinances.				
Contractor Name		Contractor Signature		Date
<b>-FOR OFFICE USE ONLY-</b>				
Received By:	Date Received:	Zoning District:	Shoreland Classification:	NSMZ or EHA?
				NSMZ      EHA
Permit Fee:	Payment Method	15 Business Day Return Date:	Site Visit:	Approved By:
\$	Cash      Check			
Z- _____ - _____		Receipt #:	Date Issued:	
<b>Remarks:</b>				
				Application Revision Date: 6/15/2020

## REFERENCE INFORMATION

### Soil Disturbance Thresholds:

**A) Shore Impact Zones** (within 50 feet of vegetation line), **Bluff Impact Zones** (within 20 feet of top of bluff) and **Steep Slopes**:

- 1) Under 10 cubic yards - no permit required.
- 2) Ten to 50 cubic yards - Land Use Permit required.
- 3) More than 50 cubic yards - Applications shall not be considered complete until plans approved by the Hydrology Technical Committee are submitted.

**B) Shoreland** (within 300 feet of a protected water stream, 1,000 feet of a lake, or within the North Shore Management Zone):

- 1) Less than 50 cubic yards - No permit required.
- 2) Fifty (50) to 500 cubic yards of material - Land Use Permit required.
- 3) More than 500 cubic yards - Applications shall not be considered complete until plans approved by the Hydrology Technical Committee are submitted.
- 4) Wetlands disturbances in shoreland zones are limited to 400 square feet and then only with a permit. Activities above this threshold require special handling from the Land Use Office, (see also Article 8.0 of this Ordinance).
- 5) In the North Shore Management Zone an erosion and sediment control plan must be submitted under the following circumstances:
  - a) For land disturbances exceeding one thousand (1,000) square feet or one hundred (100) cubic yards.
  - b) For fill exceeding one thousand (1,000) cubic yards.
  - c) For any shoreland alteration exceeding fifty (50) cubic yards within the structure setback area. Shoreland alterations done in connection with work authorized by a building or sewage disposal permit shall be exempt from the erosion control plan requirements.

**C) Non-Shoreland** (The remainder of the County):

- 1) Less than 100 cubic yards - No permit required.
- 2) One hundred (100) to 1,000 cubic yards-Land Use Permit required.
- 3) More than 1,000 cubic yards - Applications shall not be considered complete until plans approved by the Hydrology Technical Committee are submitted.
- 4) Wetland disturbances are limited to 10,000 square feet and then only with a permit. Activities above this threshold require special handling from the Land Use Office (see also Article 8 of this Ordinance.)

### CONTACTS:

Knife River Sanitary District: (218) 349-9725  
Castle Danger Sanitary District: (218) 834-5255  
Minnesota Department of Transportation: (218) 725-2700  
Lake County Highway: (218) 834-8578

**Lake County Atlas** is an online parcel viewer is a reference that may help you with collecting information for this permit application. It is NOT intended for legal purposes.

Go to: <https://www.co.lake.mn.us/>

### DEFINITIONS:

**SHORELAND AREA:** The North Shore Management Zone and all lands located within the following distance from public waters: One thousand (1,000) feet from the ordinary high water level of a lake, pond or flowage; Three hundred (300) feet from the ordinary high water level of a river or stream.

**VEGETATION LINE:** The line defining where vegetation on land begins. The vegetation line is not where a single bush, tree, flower, etc. grows from the rocks or the side of a cliff. A sod layer is needed to be considered the vegetation line. If the vegetation line is not clear, we can assist in this determination.

**BLUFF:** A slope (hill, cliff, or embankment) rising 25 ft. or greater above the ordinary high water level of the waterbody and the grade of the slope from the toe of the bluff to a point 25 ft or more above the high water level averages 30% or greater.