



LAND USE PERMIT APPLICATION INSTRUCTIONS TO APPLICANT

NOTE: All items on the application form and the correct permit fee must be submitted before this application will be processed. Incomplete applications will be sent back.

Section 1: Applicant Information

1. Enter your name, mailing address and phone number.
2. Enter the E-911 address of the property where the construction will take place, if you have one (the E-911 address is the number on the blue sign at your driveway and the road name). If you do not have an address and would like one, you will need to contact the GIS Department at (320) 732-4248.
3. Enter your parcel number, which will be a two-digit number followed by a dash followed by a seven-digit number (e.g. xx-xxxxxxx). You can find this number on your tax statement.
4. Enter your township name where the building will take place. These can be found on your tax statement.
5. Enter the zoning district your property is in. Contact the Planning & Zoning Office if you need assistance. In general, if you are within 1000 feet of a DNR protected lake or 300 feet of a DNR protected stream, your zoning district is "Shoreland." The rest of the County has various zoning districts. To view zoning maps from the County website go to Planning & Zoning "Zoning District Information" and select "Todd County Zoning Map". http://www.co.todd.mn.us/departments/env_land_resources/zoning_district_information
6. If the property is in a Shoreland District, enter the lake or river name and classification. Lake and stream classifications can be found on the County website under Planning & Zoning "Zoning District Information" and by selecting "Todd County Zoning Map".
http://www.co.todd.mn.us/sites/default/files/gis_land_services/co_zoning.pdf

Section 2: Proposed Structure/Project

1. Check the box next to the type of structure or project that you are applying for. If you are applying for more than one structure or project, check all that apply (there is space for up to three structures/projects—if you need more space, you will need to fill out an additional form).
2. If the type of structure or project that you are applying for is not listed, check the box next to "Other" and describe it on the line (NOTE: Septic system, Shoreland alteration and new feedlot construction/expansion applications must fill out a different form—do not fill out this form for those types of projects).

Section 3: Lot and Structure Dimensions

1. Enter the dimensions of your lot. These may be found from a survey of your lot or from the half-section and plat maps available online at <http://toddcountry.maps.arcgis.com/apps/webappviewer/index.html?id=7f0264ce662a4e0b9f2efa97ca44f3a4> You can also contact the Todd Co. Planning & Zoning Office 320-732-4420 for assistance.
2. Write the type of structure you are building on the line under "Structure #1." Fill in the other information listed.
3. Calculate the fee for each structure according to the attached Fee Schedule. If you have questions, contact the Todd County Planning & Zoning at (320) 732-4420.
4. Add up the fees for all structures and submit that amount with your application.
5. Tell us how you would like to receive your permit. If no answer is given, we will mail it to you.

Section 4: Sketch Drawing

1. Make a sketch drawing of the property following the directions on the next page of the application form. Be sure that you highlight which structures are proposed and which already exist. Also, be sure to show the dimensions of all buildings—existing and proposed—and, if in a shoreland zoning district, the dimensions of any impervious surfaces, including driveways, decks, patios etc.
2. Minimum setbacks can be found on the Todd County website under Planning & Zoning "Zoning District Information" and by selecting "Rural District Zoning" or "Shoreland District Zoning". http://www.co.todd.mn.us/departments/env_land_resources/zoning_district_information These are different for each Zoning District. If you cannot meet one or more of these setbacks, you may need to apply for a variance. Contact the P&Z Office if you're not sure which zoning district you are in or whether you would need a variance or not.

Mail pages 1 and 2 only of the application form and the appropriate fee to the P&Z Office. Note that you are not allowed to begin construction until a permit has been issued and either sent to you or picked up at our office. Most applications will be reviewed and acted upon within 10 business days. Make sure that you sign and date your application at the bottom of the "Sketch Drawing" page. If your application is not signed, it will not be processed and will need to be returned to you.

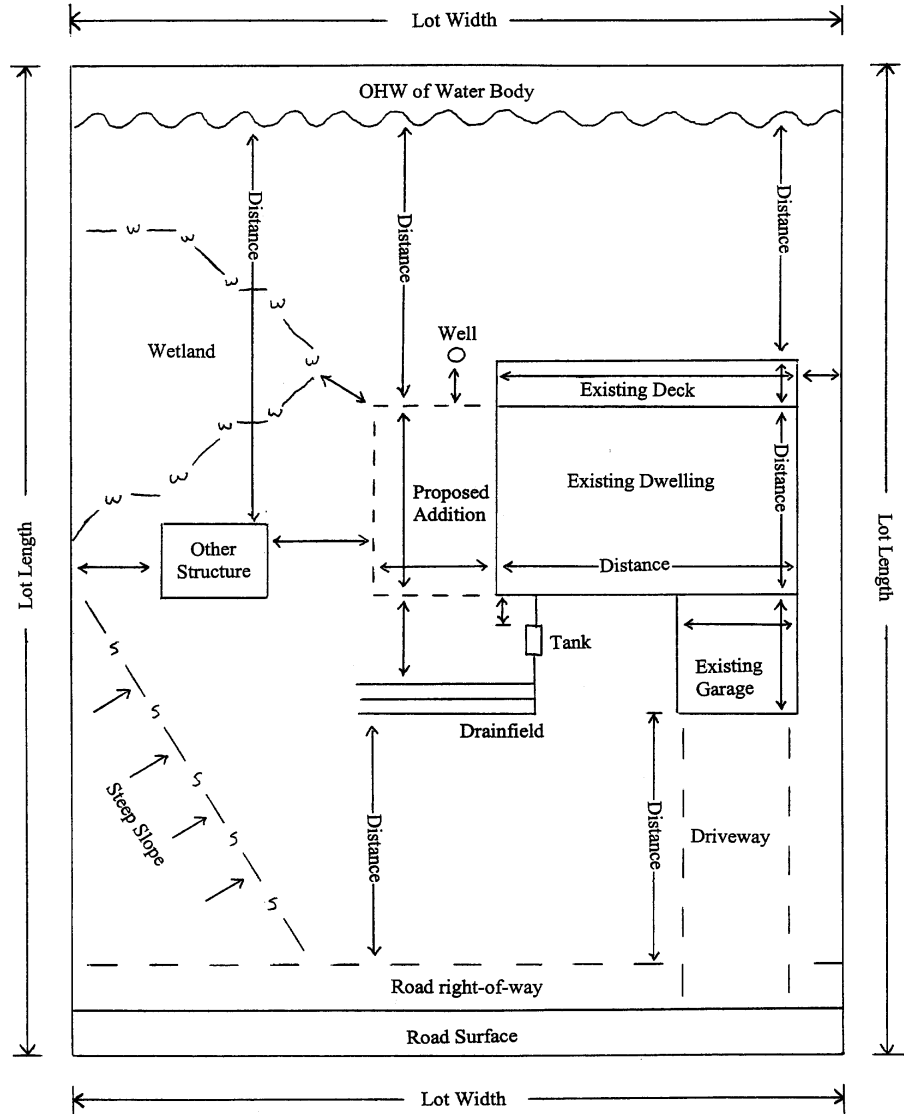
SKETCH DRAWING INSTRUCTIONS

A sketch of your site plan is a required part of the land use permit application. Use the attached sheet on Page 2 to draw out your sketch or attach on a separate sheet of paper.

EXAMPLE SKETCH:

Required Information:

- North arrow
- Lot dimensions on each side
- Waterbodies and wetlands
- Roads, right-of-ways, driveways and parking areas
- Existing Easements
- Existing structures, with outside wall dimensions
- Proposed structures, with outside wall dimensions
- Well and septic system location, if applicable
- Identification of steep slopes or bluffs
- Setback distances from proposed structure to lot lines, waterbodies, top of bluff, etc... See attached sheet for required setbacks.
- If building new dwelling, attach floorplan with all levels in dwelling including basements
- Other information that may be necessary





WHERE THE FOREST MEETS THE PRAIRIE

Todd County

MINNESOTA • EST. 1855

PLANNING & ZONING

215 1st Avenue South, Suite 103

Long Prairie, MN 56347

Phone: 320-732-4420 Fax: 320-732-4803

Email: ToddPlan.Zone@Co.Todd.MN.US

LAND USE PERMIT APPLICATION FORM

APPLICANT INFORMATION (Step 1)

Name _____ Mailing Address _____

Phone (____) ____ - ____ City _____ State ____ Zip _____

Site Address _____ Parcel Number _____ - _____

Zoning District (check one) _____ Township Name _____

___AF-1 ___AF-2 ___R-10 ___R-2 ___UG ___RT ___Cmml ___L-Manuf/Industry ___Shoreland

Lake/River Class **GD / RD / RDL / NE** (Circle one) Lake/River Name _____

Email Address: _____

Are you the property owner? (check answer) ___Yes ___No

PROPOSED STRUCTURE/PROJECT check all that apply (Step 2)

<p><u>Dwelling Structure</u></p> <p><input type="checkbox"/> New Home ___Stick Built ___Modular Home ___Mobile Home</p> <p><input type="checkbox"/> Expansion to Existing Home (including porch, covered entry...)</p> <p><input type="checkbox"/> Structural Repair of Existing Home</p> <p><input type="checkbox"/> Other _____</p> <p><u>Recreational Vehicle</u></p> <p><input type="checkbox"/> RV Unit (NOT Park Model, nor permanent dwelling)</p> <p><u>Accessory Structure</u></p> <p><input type="checkbox"/> Garage: ___Attached ___Detached</p> <p><input type="checkbox"/> Deck</p> <p><input type="checkbox"/> Accessory/Storage Structure</p> <p><input type="checkbox"/> Addition to Existing Accessory Structure</p> <p><input type="checkbox"/> Structural Repair of Existing Accessory Structure</p> <p><input type="checkbox"/> Water-oriented Accessory Structure</p> <p><input type="checkbox"/> Other _____</p>	<p><u>Agricultural Structure</u></p> <p><input type="checkbox"/> Grain/Feed Storage</p> <p><input type="checkbox"/> Machine Storage/Shop</p> <p><input type="checkbox"/> Livestock Building</p> <p><input type="checkbox"/> Other _____</p> <p><u>Commercial/Industrial Structure</u></p> <p><input type="checkbox"/> Commercial</p> <p><input type="checkbox"/> Industrial</p> <p>Describe: _____</p> <p>_____</p> <p><u>Nonconforming Structure Replacement</u></p> <p><input type="checkbox"/> Major (houses, sheds, boathouses...)</p> <p><input type="checkbox"/> Minor (decks)</p>
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LOT and STRUCTURE DIMENSIONS (Step 3)


Proposed Structure(s)	Structure #1	Structure #2	Structure #3
<i>write type of structure</i> ⇒ _____	_____	_____	_____
<input type="checkbox"/> Contractor/Builder	_____	_____	_____
<input type="checkbox"/> Outside dimension – 1 st floor	_____ ft x _____ ft	_____ ft x _____ ft	_____ ft x _____ ft
<input type="checkbox"/> Outside dimension – 2 nd floor	_____ ft x _____ ft	_____ ft x _____ ft	_____ ft x _____ ft
<input type="checkbox"/> Basement dimensions	_____ ft x _____ ft	_____ ft x _____ ft	_____ ft x _____ ft
<input type="checkbox"/> Total area	_____ sq ft	_____ sq ft	_____ sq ft
<input type="checkbox"/> Total height	wall _____ peak _____	wall _____ peak _____	wall _____ peak _____
<input type="checkbox"/> Bedrooms (incl. offices/dens)	_____	_____	_____
Fee (see attached fee schedule):	\$ _____	\$ _____	\$ _____
Total Fee: _____			

How do you want to obtain the permit?

US Mail Email to address above I will pick it up. Call me at () ____ - ____

SKETCH DRAWING (see back of first page for instructions)

* If building new dwelling, attach floorplan with all levels in dwelling including basements



The applicant or agent hereby makes application for a permit to construct as herein specified, agreeing to do all such work in strict accordance with all Todd County and other local ordinances and other applicable federal and state laws. Applicant or agent agrees that site plan, sketches, and other attachments submitted herewith and which are approved by the Todd County P&Z are true and accurate, and shall become part of the permit. Applicant or agent agrees that, in making said application for a permit from the P&Z Office, applicant grants permission to Todd County, at reasonable times during the application process and thereafter, to enter applicant's premises covered by said permit, to determine the feasibility of granting said permit or for compliance of that permit with any applicable county, state, or federal ordinances or statutes. Applicant or agent understands that it is applicant's sole responsibility to contact any other federal, state, or local agencies to make sure applicant has complied with all relevant Municipal, State, Federal or other applicable laws concerning applicant's project described above.

If the applicant is not the property owner, both signatures are required below.

Applicant Name Printed

Signature

Date

Property Owner Name Printed

Signature (If different than applicant)

Date



AUTHORIZED AGENT FORM – PERMIT REQUEST

I hereby authorize _____ to act as my authorized agent
for the permit request(s) with this application on property located at:

Site address _____

Section # _____ Township Name _____

Parcel Number(s) _____

Property Owner(s) name (print) _____

Property Owner(s) Signature(s) _____ Date _____

Authorized Agent(s) name (print) _____

Authorized Agent(s) Signature(s) _____ Date _____

Authorized Agent Phone Number _____

Authorized Agent Email _____

Todd County Planning & Zoning – 2024 Fee Schedule

A. Residential Construction	
1. Dwelling structure (<i>includes all floors</i>) (\$25.00 minimum)	\$12.00 Per 100 sq. ft.
2. Decks (a) 0 – 250 sq ft	\$50.00
(b) 251 sq ft and over	\$75.00
B. Accessory & Agricultural structures	
1. Non-residential structure (<i>cap of \$500 per structure</i>) (\$25 minimum)	\$8.00 Per 100 sq. ft.
2. Semi-trailers, Cargo Containers (two per parcel allowed in Cmm1 & AF1, AF2)	\$25.00 each
3. Grain Bin (flat fee)	\$50.00 each
C. Commercial & Industrial	
1. Per 100 sq ft of structure (<i>cap of \$500 per structure</i>) (Minimum \$25 fee)	\$8.00
2. Commercial Towers over 100 ft (plus C.U.P)	\$500.00
3. Mining or Gravel Pits (with or without C.U.P.) – valid for four years	\$300.00
4. Adult Use Business Land Use Permit Fee	\$750.00
D. Structural Alteration to Existing Conforming Structure or Dwelling	\$50.00
Note: If making an outward expansion in any direction, use A, B or C above for fee. Structural alterations are those that affect supporting structural elements of the building and <u>do</u> require a permit – i.e roof rafters, foundation, outside walls, etc... Non-structural “normal maintenance” – shingles, doors, windows, siding, etc ... <u>do not</u> require a permit.	
E. <u>Nonconforming Structure Replacement (a building permit will also need to be purchased)</u>	
1. Major Construction (>50% rebuild of houses, sheds, boathouses)	\$300.00 + permit fee
2. Minor Construction (decks, roof or foundation modification within ordinance)	\$150.00 + permit fee
F. Shoreland Alteration Permits	\$250.00
G. Shoreland Access Permits	\$150.00
H. Recreational Vehicle Unit Permit	\$50.00
I. <u>Sewage Treatment Systems</u>	
1. SSTS with site inspection and soils review	\$300.00
2. Advanced SSTS with inspection (fee increases or decreases per actual cost)	\$1,500.00
3. Cluster system (3+ homes)	\$200 + \$50 per tank installed
J. Applications	
1. Conditional Use Permit (includes recording fee)	\$500.00 ATF=\$1000.00
2. Variance Application (includes recording fee)	\$500.00 ATF= \$1000.00
3. Administrative SSTS Variance (including recording fee)	\$150.00
4. Administrative Acreage Cluster Application	\$150.00
5. Rezoning Application (includes recording fee)	\$500.00
6. Application to Plat: 1 – 4 lots (includes recording fee)	\$500 plus \$200 per lot
5 lots & over (includes recording fee)	\$1,000 plus \$200 per lot
7. Administrative Split, Property Line Adjustment, or Combining Parcels	\$50.00
8. Planned Unit Development Review	\$250.00
9. Environmental Assessment Worksheet Review	\$500.00
10. Application to Amend Zoning Ordinance	\$700.00
11. Appeal of Land Use Decision to Board of Adjustment	\$150.00
K. <u>Other Fees</u>	
1. After-the fact charges	Up to 3 times the fee
2. Special hearing fees	actual cost + application fee
3. County Ordinance Copy	\$35.00
4. Special Requests	staff hourly rates apply
5. Permit renewal	\$25.00
6. Permits to replace structures destroyed by “An act of God”	No Charge
7. Administrative Penalty Order (only for Buffers Section 9.22)	\$50 to \$200/mo. Initial Violation \$50 to \$200/day Repeat Violation
8. Noncompliance Fee (1X First year, 2X Second year, 3X Third year)	\$1000.00

(All Fees are non-refundable)