



Shoreland Alteration Permit Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890

www.co.hubbard.mn.us/environmental.htm

Application Fee:

shoreland alteration permit.....\$75.00
after-the-fact permit.....4x normal fee

Fees on denied applications are non-refundable.
Make checks payable to "Hubbard County Auditor/Treasurer".

FAQs

What projects require a shoreland alteration permit?

A shoreland alteration permit is required in the following situations:

On steep slopes or within shore impact zones:

- A. up to five cubic yards of material may be moved per year without need of a permit;
- B. five to ten cubic yards of material per 150' of shoreline may be moved per project by permit;
- C. movement of material exceeding these amounts must be authorized by a variance per Article XI of the Shoreland Management Ordinance (SMO).

In the area between the shore impact zone and the structure setback line and outside of steep slopes or shore or bluff impact zones:

- A. up to ten cubic yards of material may be moved per year without need of a permit;
- B. ten to 50 cubic yards of material per 150' of lot width may be moved per project by permit;
- C. movement of material exceeding these amounts must be authorized by a variance per Article XI of the SMO.

Landward of the structure setback line and outside of steep slopes and bluff impact zones:

- A. any amount of material may be moved per project without need of a permit or variance so long as the SMO's erosion control measures stated in Sections 901 and 902 are implemented and followed.

Where do I find the shoreland alteration regulations?

The regulations are located in Sections 901 and 902 of the Shoreland Management Ordinance which is accessible on the County website's "Ordinances" page.

Can I repair ice push damage from the most recent winter's ice out?

Yes. This repair does not require a permit on the conditions that 1. the repair is being made to a single season of ice damage that occurred within the last twelve months when the ice ridge has been legally altered in prior years and 2. such work is reported to our department. First, "before" photos of the site must be submitted to our department for review. If the work is approved, then "after" photos of the site must be submitted to our department after the repair is finished.

Can I create a beach?

No. Section 901 of the SMO will not allow a new beach to be created. Instead, this section allows a shoreline recreation use area to be created which must be fully covered in vegetation such as grass.

What if I have an existing beach – can I maintain it?

Yes, an existing beach can be maintained by topdressing it with sand following the allowable limits set forth in Section 902.1 of the SMO. However, it cannot be enlarged in any way because it is a nonconformity.

Does a retaining wall require a permit?

Yes, if the volume of retaining wall blocks/materials and accompanying earthen material movement meets or exceeds the permissible volumes shown above.

Can I cut down or trim trees and shrubs on my shoreland property?

Within the shore impact zone (SIZ) and bluff impact zone (BIZ), and on steep slopes, Section 901 of the SMO does not allow any live trees/shrubs to be cut down. This vegetation can be limbed up to help provide a view of the lake on the condition that the property remains at least 50% screened when viewed from the water during summer leaf-on conditions. The exception to this rule is that trees and limbs that are dead/diseased or safety hazards can be removed from the SIZ. Outside of the SIZ, BIZ, and steep slopes, there are no restrictions on vegetation removal.



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Instructions

1. If applicant is someone other than the landowner, an Authorized Agent form must be submitted that shows the owner has given the applicant permission to submit the application.
2. Include the appropriate application fee. Make checks payable to "Hubbard County Auditor/Treasurer."
3. If the property is located in a township that has a zoning ordinance with jurisdiction over the permit request, a copy of the township's written zoning approval of the proposed project must be submitted. Please contact your township officials to see if any township zoning regulations apply to your project(s).
4. If the project being proposed in your permit application will affect a wetland and thus require review and approval through the Wetland Conservation Act (WCA), a copy of the written WCA decision on the project must be submitted. Please contact the WCA Administrator at the Hubbard County Soil and Water Conservation District (218-732-0121) for information on how to go through this process.
5. Accurate tax parcel ID #s must be given for the property on which the permit is sought. (Parcel IDs are shown on your tax statement. They are also accessible on the online County tax parcel map found on the County website: www.co.hubbard.mn.us.)
6. A pre-approval site inspection by Environmental Services staff is required before a permit will be issued. Contact us to schedule your inspection and explain your proposed project.
7. A post-construction site inspection by Environmental Services staff is also required when you finish the project. You must call Environmental Services to schedule your post-construction inspection immediately upon project completion. Failure to do so within the twelve-month permit period will constitute a violation of the permit.
8. A site plan sketch or survey of your property must be submitted and show all the required information requested in the site plan form instructions.
9. Locate and mark your property lines or lot corner monuments (if the project area is close to them) and stake out or flag the proposed project area(s) so they are clearly visible to the Environmental Services staff conducting the pre-approval site visit.
10. When the pre-approval site inspection is completed and you have completed the application and all accompanying plans, etc., submit the application to our department.
11. The applicant is responsible for securing any other local, state, or federal permits that may be required.



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This form must be legibly completed in INK.

Applicant name(s): _____ Date: _____

Owner name(s) (if different from applicant): _____

Mailing address: _____

E911 property address: _____

Phone: _____ Alt. phone: _____ Email: _____

Tax parcel number(s): _____; _____; _____; _____

Legal description: _____

Sect: ___ Twp: ___ Rng: ___ Lake/river name: _____ Is this request after-the-fact? ___ Yes ___ No

Project Description:

Type of Project: fill only grading only grading & filling retaining wall other (specify) _____

rip-rap: _____ cu. yds. rock _____ ft. shoreline _____ ft. landward of shore _____ ft. above OHW

Project Purpose: fix erosion problem fix drainage problem other (specify) _____

Project Location: shore impact zone between SIZ & building setback line steep slope bluff impact zone

Project Start Date: _____ **Project Completion Date:** _____

Area to be cut/excavated: _____ ft. wide x _____ ft. long x _____ ft. deep

Area to be filled/leveled: _____ ft. wide x _____ ft. long x _____ ft. deep

Property soil type (e.g. sand, clay): _____ **Fill type** (e.g. sand, loam): _____ **Project area % slope:** _____

Total cubic yards of earthmoving requested: _____

Erosion Control to be used: seed mulch sod bale check seed & mulch silt fence

erosion control blanket other (specify) _____

Applicant Statement

I have read and fully understand the above instructions. I am the fee title owner of the above described property or the authorized agent thereof, and I agree to this application and warrant and assert that I am authorized by ownership and/or law to apply for the permit in question. The applicant hereby certifies that the information contained in this application is a true, accurate and complete representation of facts and conditions concerning the proposed variance application. The applicant hereby makes application for a shoreland alteration permit agreeing to do all such work in accordance with all Hubbard County Ordinances. Applicant agrees that application, sketch or survey, and other attachments submitted herewith are true and accurate. Applicant agrees that, in making application for a shoreland alteration permit, applicant grants permission to Hubbard County, at reasonable times to enter landowner's premises, to determine compliance of that application with any applicable county, state, or federal ordinances or statutes. If any of the information provided by the applicant in his/her application is later found or determined by the County to be inaccurate, the County may revoke the shoreland alteration permit based upon the supplying of inaccurate information.

Signature of applicant(s): _____ **Date:** _____

Office Use Only:

Date app. rec'd: _____ Rec'd by: _____ Pre-Inspect date: _____ Pre-Insp. by: _____
Post-Const. Insp. date: _____ Post-Const. Insp. by: _____ Notes: _____

Site Plan

Required for ALL permit applications

You **must** include all structures and additions, well(s), and septic system(s) existing and proposed, on your property and label them. You **must** also include all dimensions (including height) of the structures as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks. See reverse side of "Site Plan" for example sketch.

I hereby swear that the information provided in this sketch is true, accurate, and complete.

Applicant Signature

Date

Site Plan

Required for ALL permit applications

Instructions

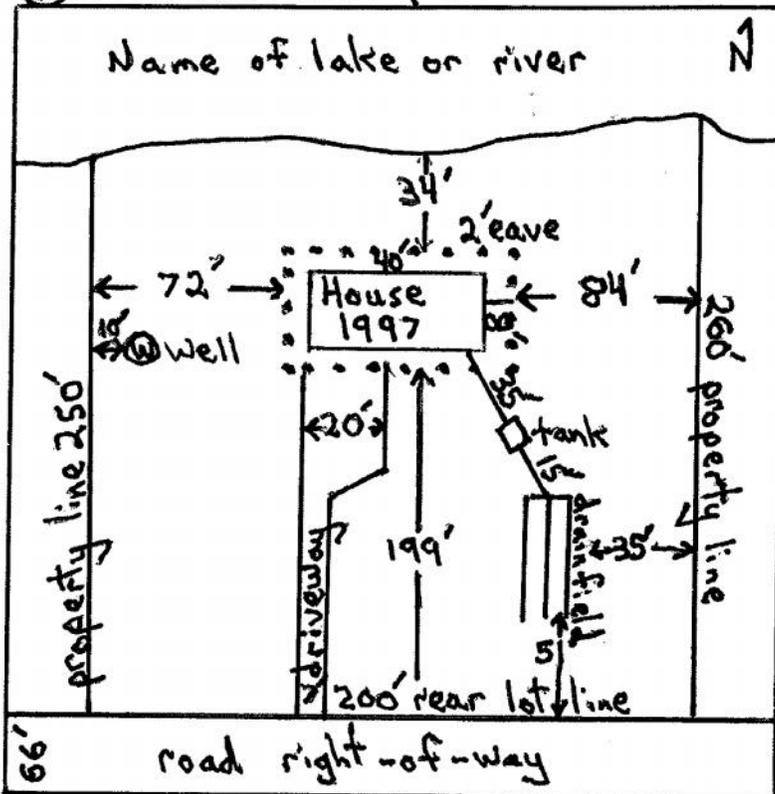
A "to scale" or dimensional "Site Plan" of your property (see Example 1 below) must accompany each application and show the following:

- All lot lines with every line's dimension shown.
- Location and length, width, and height dimensions of all existing and proposed structures/additions.
 - Show all existing structures in solid lines and label with year constructed.
 - Show proposed structures/additions in dashed lines and label w/proposed start date.
 - Show eave overhangs, inc. dimensions, on all structures in dotted lines.
- Location and length x width dimensions of all existing and proposed wells and septic systems.
- Location and length x width dimensions of all existing and proposed driveways, roads, and easements.
- Location and length, width, and height dimensions of any proposed grading/filling project.
- Setback distances for all items shown per **b-e** from lakeshore, lot lines, and right-of-ways.
- If topography is unusual, show elevation levels.
- Indicate north point and slope of land.

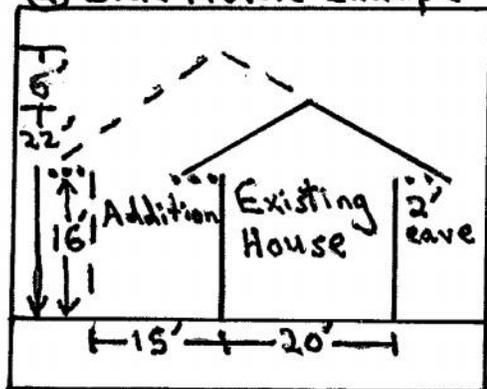
Note: Land use permits/variance applications for new structures and additions to existing structures also require separate side profile sketches of the structure and/or addition showing all dimensions - specifically height-measured in feet. See Example 2 below.

Note: Shoreland alteration permits/variance applications also require a separate cross-section sketch of each proposed project area showing all dimensions - length, width, and height - measured in feet. See Example 3 below.

① Site Plan Example



② Side Profile Example



③ Cross-Section Example

