

Shoreland Alteration Permit Application

Hubbard County Environmental Services

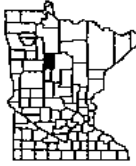
301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890 Fax: 218.732.7993

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

Instructions

1. **All items must be completed in ink and submitted in an application before it will be processed.** Incomplete and/or illegible applications will not be accepted and will be returned to the applicant(s).
2. Applicant must own the property or have a valid purchase agreement. If using an agent, an “Authorized Agent Form” must be submitted and both the applicant and agent must sign the permit application.
3. 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.
4. 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.
5. A “Site Plan” of your property must accompany each application and show the following:
 - a. All lot lines with every line’s dimension shown.
 - b. Location and length, width, and height dimensions of all proposed grading/filling areas.
 - i. Show itemized volume calculations (in cubic yards) for all proposed grading/filling areas AND the total volume calculation (cu. yds.) for entire project. If there are multiple areas, label each individually.
 - ii. Identify the proposed grading/filling areas (and corresponding volume calculations) that are located in the “shore impact zone” (SIZ) and/or outside the shore impact zone (outside-SIZ), as appropriate.
 - iii. Provide a separate cross-section “site plan” for each individual proposed grading/filling area. Label each cross-section “site plan” with the same label used for that area on the overall aerial-view site plan.
 - c. Location and length and width dimensions of all structures, existing and proposed wells, and septic systems.
 - d. Location and length and width dimensions of all existing and proposed driveways, roads, and easements.
 - e. Setback distances for all items shown per 5.b-d from lakeshore, lot lines, and right-of-ways.
 - f. If topography is unusual, show elevation levels.
 - g. Indicate which direction is north and slope of land.



Shoreland Alteration Permit Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890 Fax: 218.732.7993

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

6. Include ground-level color photographs of the proposed project area(s).
7. Accurate tax parcel ID #s must be given. (Parcel IDs are shown on your tax statement and sometimes your deed.)
8. Provide written directions from Park Rapids to your property (include your E911 address.) If your property does not have an E911 address, provide an adjacent property's E911 address and the direction your property is from it.
9. Locate and mark your property lines or lot corner monuments 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., mail or deliver the application and accompanying fee in person to: **Hubbard County Environmental Services, 301 Court Avenue, Park Rapids, MN 56470.**
11. The applicant is responsible for securing any other local, state, or federal permits that may be required. **If this application involves work in wetlands, additional permits and approvals will be required to comply with the Minnesota Wetlands Conservation Act and U.S. Army Corps of Engineers regulations.**

I have read and fully understand the above instructions. I hereby swear that all information provided in this application is true and correct.

A parcel(s) in joint ownership must provide written permission of all owners below:

Signature of owner(s): _____ Date: _____

Signature of authorized agent(s): _____ Date: _____



Shoreland Alteration Permit Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890 Fax: 218.732.7993

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

Ink must be used to complete this application.

Please make checks payable to "Hubbard County Auditor/Treasurer"

NOTE: Any change in project plans must be approved by the Hubbard County Environmental Services Office.

Owner Name(s): _____ Date: _____

Agent Name(s): _____ (Attach completed "Authorized Agent Form.")

Mailing Address: _____

E911 Property Address: _____

Phone: _____ Alternate Phone: _____

Tax Parcel Number(s): ____ . ____ . ____ . ____ ; ____ . ____ . ____ . ____ ; ____ . ____ . ____ . ____ ; ____ . ____ . ____ . ____

Legal Description: _____

Section: _____ Township: _____ Range: _____ Township Name: _____ Lake/River Name: _____

Lot area _____ ft² Lot width _____ ft Lot depth _____ ft

Project setback from high water mark _____ ft Max. land height above high water mark on lot _____ ft

Project setback from nearest lot line(s) _____ ft Land height above high water mark at bldg line _____ ft

Project setback from nearest R.O.W. line _____ ft

Type of Project:

earthmoving: _____ cu. yds. in SIZ _____ ft. wide x _____ ft. long x _____ ft. deep
_____ cu. yds. outside SIZ _____ ft. wide x _____ ft. long x _____ ft. deep
_____ ft. setback from OHW _____ ft. height above OHW

ice ridge alteration: _____ ft. wide x _____ ft. long x _____ ft. deep

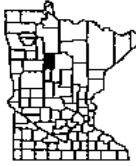
Was the ice ridge first created last winter? ___ Yes ___ No

If "No", approximately how long has the ice ridge existed (in years)? _____

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

retaining wall: _____ cu. yds. of material _____ ft. wide x _____ ft. high x _____ ft. deep

dug-in stairs/walkway: _____ ft. wide x _____ ft. long x _____ ft. deep



Shoreland Alteration Permit Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890 Fax: 218.732.7993

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

Project Description: _____

AGREEMENT: I the undersigned hereby make application for work described and located as shown herein. I hereby certify that the information contained herein is correct and agree to do the work in accordance with the provision of the Ordinances of Hubbard County, MN. I further agree that any plans and specification submitted herewith shall become part of this application, and I agree to an onsite inspection visit by Hubbard County without further notice.

Signature of owner(s): _____ Date: _____

Signature of authorized agent(s): _____ Date: _____

Note: Permit is valid for a period of twelve (12) months from date of issuance.

PERMIT: Permission is hereby granted to the above named applicant to perform the work described in this application. This permit is granted upon the express condition that the person to whom it is granted, and his/her agent, employees and workers shall conform in all respects to the Ordinances of Hubbard County, MN. This permit may be revoked at any time upon violation of said Ordinances. 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 permit based upon the supplying of inaccurate information.

Environmental Services Officer: _____ Date: _____

Office Use Only:

Date of Pre-Inspect: _____ Pre-Insp. by: _____
Date rec'd: _____ Rec'd by: _____ Fee: _____ Receipt # : _____
Date of Post-Construction Insp.: _____ Post-Const. Insp. by: _____
Comments: _____

Site Plan

Required for ALL permit applications

You **must** include all buildings 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 buildings 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

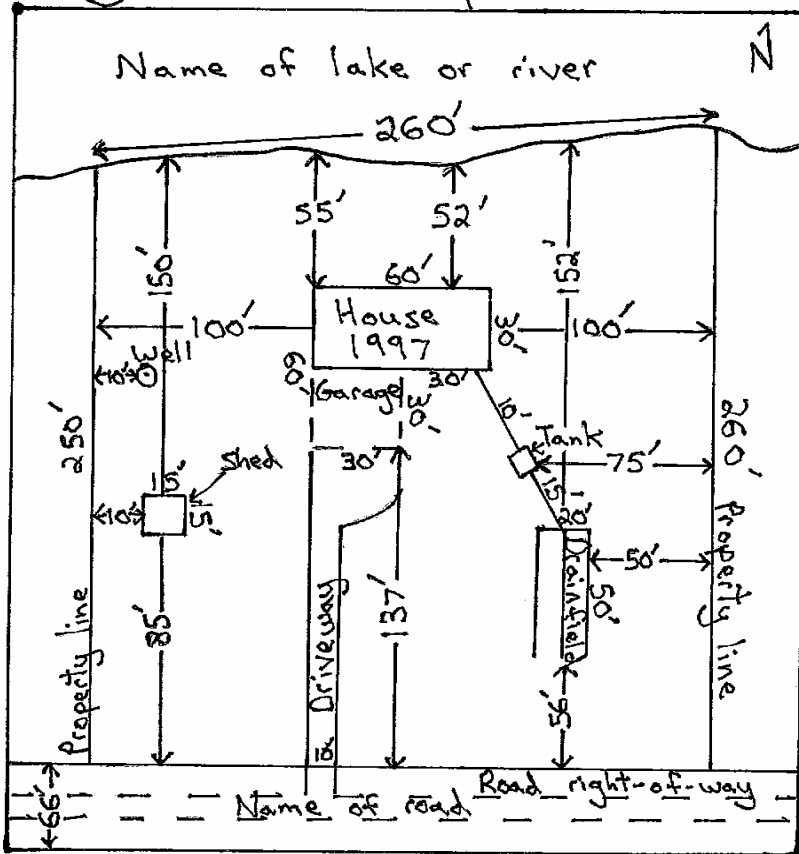
A "to scale" or dimensional "Site Plan" of your property (see Example 1 below) must accompany each application and show the following:

- 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 dotted lines and label w/proposed build start date.
- 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.

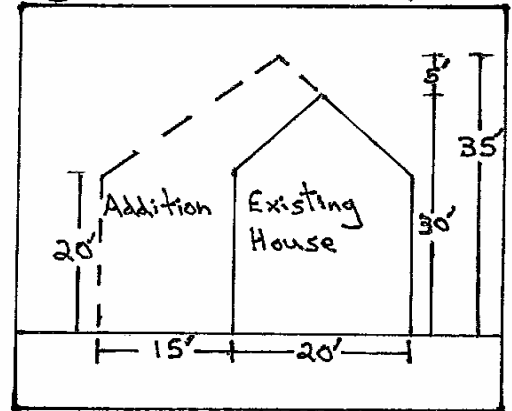
Note: Building permits/variance applications for new structures and additions to existing structures also require separate side profile sketches of the structure and/or addition showing all dimensions—specifically height—measured in feet. See Example 2 below.

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

