



Land Use 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 Fees (Fees on denied applications are non-refundable):

a. Dwelling unit, including attached garage, and/or deck.....	\$100.00
b. All other structures (non dwelling units)	\$ 50.00
c. Legal addition to a structure.....	\$ 50.00
d. Deck or platform.....	\$ 40.00
e. Mechanized lift.....	\$ 50.00
After-the-fact permits	4x normal fee

Make checks payable to "Hubbard County Auditor/Treasurer".

FAQs

When is a land use permit required?

A land use permit is required whenever a structure is erected, altered, moved, replaced, or its exterior is changed within a shoreland area (1000' from a classified lake, 500' from a classified river/stream). It does not matter if a structure lacks a permanent foundation – it will still require a permit. A recreational vehicle when used as a dwelling unit and located on a lot for more than 30 days in any year and occupied at the location at any time requires a land use permit.

What work does not require a land use permit?

Any work done to the interior of a structure located in a shoreland area does not require a land use permit. The following structures do not require a permit provided that all setback requirements are met: satellite dishes, propane tanks, outdoor woodstoves, sidewalks, underground sprinkler and/or irrigation systems, hot tubs, tents no larger than 15' wide x 15' long x 15' high, swing sets no larger than 6' deep x 8' wide x 6' high, playground equipment no larger than 10' wide x 15' long x 8' high, currently licensed fish houses/dark houses, and pump houses no larger than 4' x 4' x 4'. Work that meets the following ordinance definition of "maintenance" does not require a permit: **Maintenance**. Normal upkeep of a structure to include the replacement of windows, siding, external roof surfaces, or exterior finish such as paint or stain.

How is a structure handled that is in place temporarily or seasonally?

A temporary structure is defined as a structure located on a lot for 120 consecutive days or less. This structure does not require a land use permit on the condition that it is removed from the property after no more than 120 days. Temporary structures must comply with all setback requirements. If a structure will stay on a lot for more than 120 days, it requires a land use permit. A recreational vehicle when used as a dwelling unit and located on a lot for more than 30 days in any year and occupied at the location at any time requires a land use permit.

How long is a land use permit valid?

A permit is valid for one year from the date it is issued.

How much of the construction must be finished before the permit expires?

The structure's exterior must be finished before the permit expires. The interior need not be finished while the permit is valid.

What if I need more time to finish the project?

A permit extension may be granted for up to an additional six months for legitimate reasons that delayed the project's completion. To request an extension, contact our office before your permit expires and explain why you need more time. If an extension is not granted, a new permit will be needed if the project is not finished within the permit period.

Is a current compliance inspection on my septic system required?

A current compliance inspection must be on file or submitted with a land use permit application for work that will be done on any sewer structure. A permit application for a nonsewered structure (e.g. storage shed) does not require a current compliance inspection. A permit application for: 1. a new sewer structure or 2. an addition that will result in additional bedrooms to a home requires that a new septic system design be submitted with the application. The septic system permit must be obtained before the land use permit can be issued.

What if my septic system is found to be noncompliant?

It will need to be upgraded to a new compliant septic system within ten months to one year from the date of inspection. The deadline to upgrade depends on the reason(s) for the system not being found to be compliant. A new septic system design will have to be submitted with your land use permit application and a new septic system permit will have to be obtained before the land use permit can be issued.

What if I want to make changes to the land use design approved in my permit?

You must submit a new permit application that asks to modify the existing permit and shows how the design will change. The permit amendment must be approved before any work can start on the amended design.



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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 tax parcel map found on the County website: www.co.hubbard.mn.us.)
6. Include ground-level color photographs of the proposed building site or the structure being altered. The project area must be clearly staked, flagged, or marked by other means in the photos. Label each photo as to what it shows. Guest cottage land use permit applications must also include ground-level color panoramic photographs of the property’s entire shore impact zone (i.e. ½ of the required ordinary high water mark structure setback.)
7. A current certificate of compliance for your septic system(s) must be submitted with your application if you are making an addition or an alteration to an existing sewer structure. An SSTS site design must be submitted for any application proposing a new sewer structure or additional bedroom(s). If the SSTS site design is approved, the accompanying septic permit must be obtained before your related land use permit can be issued.

If you apply for a permit between Nov. 1 – April 30 and the ground is frozen such that a compliance inspection cannot be done, then a “SSTS Compliance Inspection/Field Evaluation Agreement” must be submitted with your application and the compliance inspection must be done and submitted to our office by the following June 1st.

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.



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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

Contractor name (write "self" if applicable): _____ Contractor phone #: _____

Provide a description of your project:

Please circle applicable construction type for the categories shown below:

- | | | | | | | |
|---------------------------------------|-------------------------|----------------------------------|-------------------------|-------------|------------------|----------------|
| Structure use: | residential | commercial | | | | |
| Project type: | new construction | addition to existing structure | | | | |
| | relocation of structure | alteration of existing structure | | | | |
| Structure type : | house/cabin garage | storage bldg. deck | platform (a.k.a. patio) | | | |
| | guest cottage | camper/RV | gazebo | | | |
| | wood shed | other: _____ | | | | |
| Number of stories above grade: | 1 | 1.5 | 2 | 2.5 | 3 | not applicable |
| Foundation type: | basement | crawlspace | slab | piers/posts | walkout basement | |



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other: _____

Will this project result in an increase in the number of bedrooms on the parcel? _____ Yes _____ No

If yes, list current # of bedrooms _____ proposed # of bedrooms _____

Will the elevation to which the lowest floor, including any basement and/or any crawlspace floors (whether finished or unfinished, dirt, or other materials), is placed be at least three vertical feet above the highest known water level or the ordinary high water mark, whichever is higher? _____ Y _____ N

Will this project impact a wetland? _____ Y _____ N

If yes, has WCA approval of the project been obtained? _____ Y _____ N

If yes, submit a copy of the WCA approval notice with your application.

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 permit application. The applicant hereby makes application for a land use 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 land use 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 land use permit based upon the supplying of inaccurate information.

Signature of applicant(s): _____ Date: _____

Application Checklist (be sure to include all of the following):

1. complete, signed application form.
2. authorized agent form, if applicant is not owner.
3. written township and/or WCA approval, if/as applicable.
4. ground-level color photos of project area.
5. septic system information (compliance inspection and/or design, if project is a sewered structure.)
6. payment for the application fee.

Note: Any change in project plans must be reported to and approved by the ESD.

The applicant is responsible for securing any other local, state, or federal permits that may be required.

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

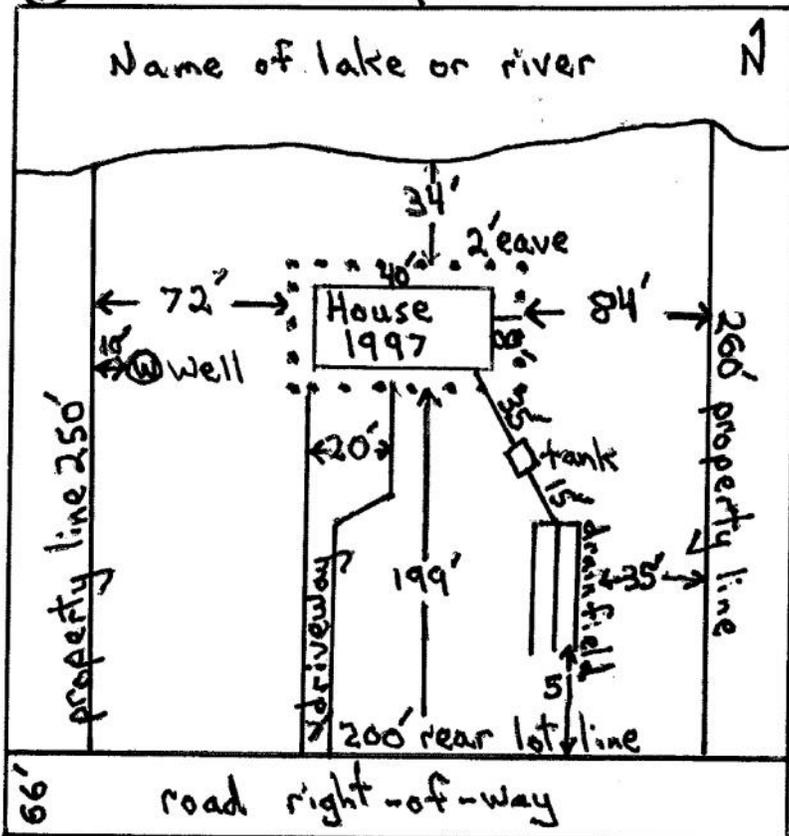
A "to scale" or dimensional "Site Plan" of your property (see Example 1 below) must accompany each application and show the following:

- 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.

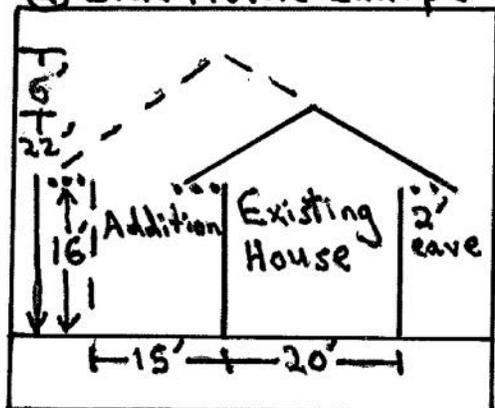
Note: Land use permits/variance applications for new structures and additions to existing structures also require separate side profile sketches of the structure and/or addition showing all dimensions—specifically height—measured in feet. See Example 2 below.

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

