

CITY OF LAKE SHORE

PLANNING & ZONING

8583 INTERLACHEN ROAD, LAKE SHORE, MN 56468

Phone: (218) 963-2148

LAND USE, SHORELAND USE, AND SSTS PERMIT CHECKLIST REQUIREMENTS AND INFORMATION

1. **SITE PLAN** - (All Construction) Showing all property lines, with the project set on site with accurate measurements from the project to the property lines. All existing and proposed structures must be located and dimensions indicated. A certified survey drawing may be required at the zoning administrator's discretion.
2. **PLAN DRAWINGS** - (All Construction) A complete set of plans to include the following: Floor plans (each level), Elevation drawing (each side) that indicates height of the building according to height definition established by Ordinance.
3. **AUTHORIZED AGENT**: (All Construction) A signed authorized agent form from the City of Lake Shore is required for all permits not applied for by the property owner.
4. **SSTS DESIGN** - (New homes and additions) -A complete Subsurface Sewage Treatment System Site Evaluation and Design must be submitted by a State Licensed Designer and/or Inspector. For bedroom additions, the applicant must verify that the existing system is designed for the proposed water use.
5. **SSTS INSPECTION** - A current compliance inspection report must be submitted to the city when applying for a land use permit. SSTS compliance inspection reports less than three years old and installation reports less than five years old are considered current.
6. **DRIVEWAY LOCATION** - (New Construction) A request for E-911 address assignment, along with a site, must be submitted with the proposed driveway location and setbacks from property lines. This will assist in creating an address for you and in determining whether you need a culvert. If the driveway exits to a County highway, a driveway permit must be obtained from the County before any permit is issued by the City of Lake Shore.
7. **HEIGHT ABOVE OHWL**- Lake Shore ordinance (17.2) requires all structures, at their lowest floor level, to be at least three (3) feet above OHWL or the highest known water level.
8. **WETLAND IDENTIFICATION**-All onsite wetlands, as identified by the National Wetland Inventory (**NWI**), must be located on the site plan.
9. **LAND ALTERATIONS** - Any proposed grading and vegetation within and outside of the construction zone (20 feet from the building footprint) shall be indicated on the site plan.
10. **BLUFF DETERMINATION** - The applicant is responsible for determining if there is a bluff on their property according to the bluff definition established by the ordinance and meeting all required setbacks from the bluff. Surveyor's determination may be required.
11. **STAKING OF PROPOSED IMPROVEMENTS** - The applicant will be responsible for locating and marking all lot lines and the staking of proposed improvements before application is made to the Planning and Zoning office. Planning and Zoning staff will verify all setbacks prior to the issuance of any land use permit.

If the above items have not been met, the permitting process will not be able to be completed; this will delay your start time for the project. If you have any questions, please feel free to ask; a question now may save time and money later.

NOTICE: The City of Lake Shore does not enforce the Minnesota State Building Code; however, all State Licensed Contractors and property owners are responsible for complying with the State Building Code. For your protection, it is recommended that all property owners have new construction inspected and approved by a State Licensed Building Official.

It is unlawful for an unlicensed building contractor, remodeler, or roofer to enter into a contract with a property owner (MNSS 3268.801 - 3628.885).

I have read and fully understand the above information. The information provided in this application is true and correct.	
_____	_____
Applicant Signature	Date

**CITY OF LAKE SHORE
LAND USE, SHORELAND, SEPTIC PERMIT APPLICATION**

PERMIT# _____

Name of Applicant _____ Phone _____

Mailing Address _____ Email _____

City, State, Zip _____

Address of Property Involved with this Request: _____

Property Identification Number _____

*Email of property owner (if different than applicant) _____

Applicant is:

Title Holder of Property:

Legal Owner ()

Contract Buyer ()

Contractor ()

Contractor License #

Authorized Agent ()

(Name)

(Address)

(City, State, Zip)

(Phone Number)

Describe the proposed improvements in detail *(include size/square footage of all requests)*:

Does the property contain a bluff? _____ Does the property contain any wetlands? _____

Will the proposed improvements require dirt moving? How much, and where? _____

Existing impervious surface coverage percentage (use attached worksheet electronically) _____

Proposed impervious surface coverage percentage (use attached worksheet electronically) _____

All items on the permit checklist have been completed. _____

Date _____ Signature of Owner, authorizing application (required): _____

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Date _____ Signature of Applicant (if different than owner): _____

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Date _____ Approved by the Zoning Officer: _____

LAND USE, SHORELAND, SEPTIC PERMIT CHECKLIST

- Completed application, including the signature of the property owner
- Authorized Agent Form (if property owner does not submit application)
- Fee paid
- Sewer Compliance Inspection Report - no older than 3 years since last inspection (unless on file already)
- Septic Site Suitability Design for Accessory Structures without a principal dwelling on the property
- All current City charges paid
- No outstanding violations
- Site plan or certificate of survey with the following information:
 - Size of parcel and dimensions (lot width and lot area)
 - All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - Location on the parcel of existing and proposed sewage treatment systems (SSTS) and wells and their distance from property lines, structures and each other
 - Existing and/or proposed square footage of the driveway (gravel and/or paved), access roads, parking, sidewalks, and patios
 - Impervious surface coverage percentage
- If required, was a variance or Conditional Use Permit approved

*****ALL PROPERTY STAKES MUST BE VISIBLE*****

CONTACT INFORMATION

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