

CITY OF LAKE SHORE
SSTS APPLICATION

APPLICATION:

- A. Applicant shall complete the SSTS Application and submit it to the Zoning Administrator.
- B. Applicant shall attach the proposed SSTS design to the completed application. Design shall be created by a licensed designer, shall be complete, and shall be legible.
- C. If the City does not have a current license of the designer on file, a copy shall be submitted at the time of application.
- D. All applications must be submitted **14 days prior** to the proposed installation date.
- E. The SSTS fee shall be paid by the applicant at the time of application.

REVIEW:

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to the application, plans, and any other attachments.
- B. Applicants will be notified, in writing, of where additional information is needed.

ACTION:

In order to obtain an SSTS permit, the following must happen:

- A. The Zoning Administrator must review and approve the completed application.
- B. The Zoning Administrator must ensure that the proposed improvements meet the requirements of the Ordinance.
- C. The City Clerk must ensure that the permit fee has been collected.
- D. Based on the date indicated on the application, the Zoning Administrator will assign a field inspector to inspect the installation.

Note 1: The City Fee Schedule is based on the average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees, and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

Note 2: The City strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between submitting their application and the time they wish to begin construction. Close coordination with the City during the project design phase and submittals that are complete and accurate will help applicants avoid delays.

Note 3: All SSTS installations must be inspected by the City-appointed inspector. There shall be no exceptions. SSTSs that are not inspected shall be in violation of the Ordinance and subject to enforcement action under the City Code.

APP# _____	Date _____
Fee _____	Check# _____
Rec'd City/Deputy Clerk: _____	
(for office use only)	

CITY OF LAKE SHORE
SSTS PERMIT APPLICATION

Name of Applicant _____ Phone _____

Property Address _____ Local Phone _____

Mailing Address _____ Email _____

City, State, Zip _____

Applicant is:

Title Holder of Property: *(if not applicant)*

Legal Owner ()

Contract Buyer ()

Option Holder ()

Agent ()

(Name)

(Address)

Other _____

(City, State, Zip)

Signature of Owner, authorizing application (required): _____

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

Signature of Applicant (if different than owner): _____

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

Property Parcel ID _____

Proposed Installation Date (required) _____

Installer Name and License # _____

Note: Applicant must provide a *proposed installation date*. Installer may vary from stated installation date, with cause, as long as the City is notified *48 hours in advance*. The applicant will be charged the full inspection fee for each site visit made by the City to inspect the installation.

Approved by the Zoning Administrator: _____ Date: _____

CHECKLIST

- ___ Completed application, including signature of property owner
- ___ SSTS Design
- ___ Name & Designer's License #
- ___ Fee
- ___ Installation Date (required)

CONTACT INFORMATION

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