

# **CITY OF LAKE SHORE**

## **PLANNING & ZONING**

8583 INTERLACHEN ROAD, LAKE SHORE, MN 56468

Phone: (218) 963-2148

## **LAND 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. SSTS DESIGN - (New homes and additions) -A complete Subsurface Sewage Treatment System Site Evaluation and Design must be submitted by State Licensed Designer and/ or Inspector. For bedroom additions, the applicant must verify that the existing system is designed for the water use as proposed.
4. 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.
5. DRIVEWAY LOCATION - (New Construction) A request for E-911 address assignment along with a site must be submitted with proposed driveway location and setbacks from property lines. This will assist in the creation of an address for you as well as determine if you need a culvert. If driveway exits to a County highway, a driveway permit must be obtained from County before any permit is issued by City of Lake Shore.
6. HEIGHT ABOVE OHWL- Lake Shore ordinance (17.2) requires all structures, at their lowest floor level, to at least be three (3) feet above OHWL or the highest known water level.
7. WETLAND IDENTIFICATION-All onsite wetlands, as identified by the National Wetland Inventory (**NWI**) must be located on the site plan.
8. 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.
9. 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.
10. 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 PERMIT APPLICATION**

PERMIT# \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Address of Property Involved with this Request: \_\_\_\_\_

Property Identification Number\_\_\_\_\_

Section\_\_\_\_\_

Applicant is:

Title Holder of Property:

Legal Owner 0  
Contract Buyer 0  
Contractor 0  
Contractor License #  
Authorized Agent 0

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State, Zip)  
\_\_\_\_\_  
(Phone Number)

Describe the proposed improvements in detail (include size/square footage):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the property contain a bluff? \_\_\_\_\_ Does the property contain any wetlands? \_\_\_\_\_

Will the proposed improvements require dirt moving and if so, how much? \_\_\_\_\_

Existing impervious surface coverage percentage (use attached worksheet) \_\_\_\_\_

Proposed impervious surface coverage percentage (use attached worksheet) \_\_\_\_\_

All items on the land use 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: \_\_\_\_\_

Landowner / Parcel #: \_\_\_\_\_ Date: \_\_\_\_\_

## Lot Impervious Surface Coverage & Landscaping for Stormwater Worksheet

Please use the table below to calculate your impervious surface coverage. Impervious coverage is limited to 25% of the total lot area. Calculate out all that apply to your situation. If a structure has odd dimensions or if using to size stormwater basins, multiple rows / sheets may be needed. If total imp. of irregular structure or driveway is known, just multiply by 1.

<u>Existing Structures</u>		<u>Length (ft)</u>		<u>Width (ft)</u>		<u>Total (in sq. feet)</u>
House, garage, shed Boathouse Greenhouse Other (Dog Kennel, etc.)	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
<b>Driveways* &amp; Landscaping:</b>						
Driveway*, Parking Area, Apron, Boat Ramp, Sidewalk, Patio, Paving Stones, Landscaping (incl. plastic), Other	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
<b>Total Existing Impervious</b>						<b>(sq ft)</b>
<b>Proposed Structures</b>						
House, garage, shed Boathouse Greenhouse Other (Dog Kennel, etc.)	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
<b>Driveways* &amp; Landscaping:</b> *Assumes a 12' wide driveway unless evidence to the contrary						
Driveway*, Parking Area, Apron, Boat Ramp, Sidewalk, Patio, Paving Stones Landscaping (incl. plastic), Other	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
<b>Total Proposed Impervious</b>						<b>(sq ft)</b>
<b>Total existing Impervious</b> = <b>(sq ft)</b>						
<b>Total w/new Impervious</b> = <b>(sq ft)</b>						
<b>% existing impervious</b> = <b>%</b>						
<b>% w/new impervious</b> = <b>%</b>						

### Simple Calculator for Approximating Size of Stormwater Practice & Amount of Phosphorus Reduction:

Total w/ new impervious:			Storage volume: Gal / Cu ft (= gal / 7.48)		Bottom size (sq ft) of infiltration area by depth						
			3"	6"	9"	12"	15"	18"			
	x	0.623 / 0.083 Gal / Cu ft	=	Gal	Cu ft	cu ft x 4	cu ft x 2	cu ft x 1.33	cu ft x 1	cu ft x 0.8	cu ft x 0.67
<b>Total exst imp</b>	=		x	0.0000366	=	<b>Existing phosphorous loading (lbs/yr)</b>					
<b>Tot w/new imp</b>	=		x	0.0000366	=	<b>Phosphorous reduction w/ stormwater mgmt</b>					
<b>For rain barrels, use this formula to determine size/amount needed:</b>			Roof area (sq ft)			x	0.5625	=			<b>Gallons generated from a 1" rain event</b>

## **LAND USE PERMIT CHECKLIST**

- Completed application, including the signature of the property owner and/or authorized agent
- 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 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, patios
  - Impervious surface coverage percentage
- If required, was variance or Conditional Use Permit approved

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

## **CONTACT INFORMATION**

City of Lake Shore:

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