

CITY OF FIFTY LAKES

PLANNING & ZONING

40447 TOWN HALL ROAD, BOX 125, FIFTY LAKES, MN 56448

Phone: (218) 763-3113 Fax: (218) 763-5113

LAND USE AND SSTS PERMIT CHECKLIST REQUIREMENTS AND INFORMATION

Only checked items are required for your project.

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 indicate 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 Fifty Lakes.
6. **HEIGHT ABOVE OHWL** – Fifty Lakes ordinance (8.02.02, a, 1) requires all structures, at their lowest floor level, to be 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 Fifty Lakes 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 in to a contract with a property owner (MNSS 326B.801 – 362B.885).

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

Applicant Signature

Date

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

CITY OF FIFTY LAKES
LAND USE PERMIT APPLICATION

Name of Applicant _____ Phone _____

Mailing Address _____ Email _____

City, State, Zip _____

Address of Property Involved with this Request: _____

Parcel ID Number _____ Section Number _____

Zoning District _____

Applicant is:

Title Holder of Property:

- Legal Owner () _____
- Contract Buyer () _____
- Option Holder () _____
- Agent () _____
- Other _____

(Name)

(Address)

(City, State, Zip)

(Phone Number)

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.)

State nature of request in detail: (What are you proposing for the property?)

Approved by the Zoning Administrator: _____ Date: _____

CHECKLIST

- _____ Completed application
- _____ Fee
- _____ Sewer Compliance Inspection Report
- _____ All current City charges paid
- _____ Site plan with the following information, as a minimum (unless waived by P&Z Administrator):
 - _____ Size of parcel, drawn to scale
 - _____ Location on the parcel of all existing structures (including SSTS) and their square footage
 - _____ Location on the parcel of all proposed structures and their square footage
 - _____ Existing and proposed driveway, access roads, parking, sidewalks and other impervious coverage

CONTACT INFORMATION

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Planning and Zoning
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