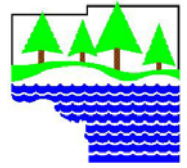


Itasca County Environmental Services

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CHECKLIST
INFORMATION NECESSARY FOR ZONING PERMITS

- ❖ **GENERAL INFORMATION** *(Page 1)*
- ❖ **SALE OR TRANSFER OF LAND** *(Page 2)*
 - ◆ Minimum Parcel Size
 - ◆ Septic Systems
- ❖ **ZONING AND SEPTIC SYSTEM PERMITS** *(Page 2-4)*
 - ◆ Some Terms To Know
 - ◆ Jurisdictions
 - ◆ New Construction on Vacant Property
 - ◆ Improvements, Replacements, or Alterations of Structures
 - ◆ Alteration or Replacement of Septic System
 - ◆ Commercial Construction Permitted in the Zoning District
- ❖ **SHORELAND ALTERATION PERMITS** *(Page 5)*
 - ◆ Permits Are Required For the Following Activities in Shorelands
 - ◆ Shoreland Structures Regulated
- ❖ **VARIANCES** *(Page 6)*
- ❖ **CONDITIONAL USES** *(Page 7-8)*
- ❖ **SUBDIVIDING LAND** *(Page 9-10)*
 - ◆ Traditional Methods of Subdivision
 - ◆ Conservation Developments
- ❖ **WEBSITE INFORMATION** *(Page 10)*
- ❖ **SAMPLE SITE PLAN** *(Page 11)*
- ❖ **FEE SCHEDULE** *(Page 12)*

GENERAL INFORMATION

Zoning Information. Refer to the Itasca County Zoning Ordinance for the County for complete zoning information. *Northwood’s Guide for Property Owners in Itasca County* and *Taking Care of Our Waters* are also good resources. Permits are valid for 12 months to start construction. Fees are listed on the last page of this handout.

County Jurisdiction. Itasca County’s zoning jurisdiction does not include incorporated municipalities or Grand Rapids Township west of the Prairie River. Itasca County enforces SSTS regulations in cities, or municipalities, which do not have a sanitation ordinance as per Minnesota Statute 115.55.

Maintenance, Alterations, or Remodeling. Zoning Permits are not required for normal maintenance of a structure (replacement of windows, siding and shingles) that costs less than 50 percent of the structure’s market value.

Well Permits. The Minnesota Department of Health – Well Management ((800) 383-9808) issues well permits. Licensed well drillers can obtain permits on the behalf of property owners. Water testing kits are available at Environmental Services.

Electrical Inspections. Contact Scott Nutting Monday -Friday, 7:00 – 8:30 a.m., at (218) 927-6922 for electrical inspections. Applications can be obtained from Environmental Services.

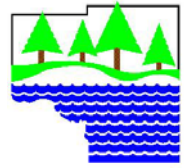
General Storm Water Permit for Construction Activity. If the construction activity (clearing, grading and excavation activities) will result in the disturbance of one acre or more, the property owner is responsible to obtain this permit from Jim Dexter, Wastewater Regulatory Compliance / Industrial Stormwater contact, at the MPCA (218) 529-6253 prior to construction.

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SALE OR TRANSFER OF LAND

MINIMUM PARCEL SIZE

Every parcel has a required minimum parcel size depending on the zoning district it is located in. Contact Environmental Services for more information (327-2857). Also, see page 8 of this handout for more subdivision information.

- ◆ **CONFORMING PARCELS** are parcels that meet the minimum parcel size requirements of the Zoning Ordinance. These parcels can be developed provided land use and setback requirements are maintained.
- ◆ **NONCONFORMING PARCELS OF RECORD** are parcels that do not meet the current minimum parcel size requirements, but were legally recorded prior to zoning, which came into effect November 1, 1969, or met the minimum parcel size requirements at the time it was legally recorded. These parcels can be developed if documentation is provided to Environmental Services when a Zoning Permit is applied for and current setbacks are met. See Article 4 of the Zoning Ordinance for more information.
- ◆ **NONCONFORMING PARCELS** are parcels that did not meet the minimum parcel size requirements of the Zoning Ordinance that was in effect at the time the parcel was recorded. A variance is required to develop a nonconforming parcel, and variances are not guaranteed to be approved.

SEPTIC SYSTEM

When a property is sold or transferred in Itasca County, a Certificate of Compliance for the septic system (SSTS) must be filed with the County within two years of the closing, unless the property is found to be an imminent health threat. If the septic system is found to be an imminent health threat, the septic system must be upgraded and certified compliant within 10 months of closing. If the seller does not provide a Certificate of Compliance at the time of closing, an escrow account must be established or the seller and buyer may establish a written agreement or contract to replace or upgrade the SSTS within the allotted time frame.

ZONING AND SEPTIC SYSTEM PERMITS

SOME TERMS TO KNOW

- ◆ **SHORELAND** is land located within 1,000 feet from the ordinary high water level (OHWL) of a lake, pond, or flowage or land located within 300 feet from a river or stream. If property of interest is shoreland, then Shoreland Overlay Zoning District regulations apply. See Article 5 of the Zoning Ordinance.
- ◆ **SHORE IMPACT ZONE** is land between the OHWL and a line parallel to it at 50 percent of the structure setback.
- ◆ **BLUFFS** are embankments in the shoreland that rise 25 feet or more above the OHWL and have a grade of an average 30 percent or more towards the lake. New structures shall be located 30 feet from the top of a bluff. No structures except stairways and landings shall be placed within a bluff impact zone, which is the land located within 20 feet from the top of a bluff.
- ◆ **VEGETATIVES BUFFERS** are required. See Section 5.9.1 (page 46ff) of the Zoning Ordinance.
- ◆ **VEGETATION ALTERATIONS** are regulated. See Section 5.9.1 (page 46ff) of the Zoning Ordinance.

JURISDICTIONS

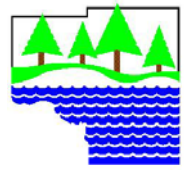
- ◆ **WATER (LAND BELOW THE OHWL)** – Minnesota DNR – (218) 327-4106
- ◆ **WETLANDS** – Itasca County Soil and Water Conservation District – (218) 326-0017
- ◆ **SHORELAND (LAND ABOVE THE OHWL)** – Environmental Services – (218) 327-2857

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NEW CONSTRUCTION ON VACANT PROPERTY

To attain a Zoning Permit from Environmental Services, provide the information listed below. Permits shall be validated upon showing compliance with applicable setbacks and completion of a septic system Certificate of Compliance. To obtain a Certificate of Compliance, a septic installer can call Environmental Services before covering the newly installed septic system to request an inspection. Advanced notice is necessary for timely inspection. Per Section 3.31 of the Sanitation Ordinance, the applicant shall provide a signed agreement to the Zoning Officer which indemnifies and saves the County, holding it harmless from all losses, damages, costs and charges that may be incurred by the County due to the failure of the applicant to conform to and comply with the provisions of the Ordinance.

If the parcel does not front on a publicly owned and maintained road, a dwelling is allowed provided the landowner signs a notice of limited public services prior to receiving a Zoning Permit that is recorded with Environmental Services.

- Driveway Approach Permit from Itasca County Transportation Department (218-327-2853)
- Certificate of Survey if parcel is newly created and less than 5 acres
- Legal Description
- Parcel Identification Number (PIN)
- Septic Design from licensed designer
- Property Address / Emergency Number OR apply for address when applying for permit. Sheriff's Office will notify property owner of new address by correspondence. Blue signs are installed by Sheriff's Office 6-18 months after the address is assigned.
- Fee—check or cash
- Detailed Site Plan**
 - Property boundaries
 - Acreage
 - Road(s)
 - Bodies of water
 - Existing structures
 - Proposed structures
 - Distances of proposed from property lines
 - Dimensions of impervious surfaces
 - Septic system site
 - Well
 - Driveway
 - If within 1,000 feet of lake, include Bluffs and Proposed and/or Existing Vegetative Buffers

IMPROVEMENTS, REPLACEMENTS, OR ALTERATIONS OF STRUCTURES

To attain a Zoning Permit from Environmental Services, provide the following information. Permits shall be validated upon showing compliance with applicable setbacks.

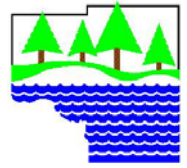
- Legal Description
- Parcel Identification Number (PIN)
- Property Address / Emergency Number (blue sign number)
- Fee—check or cash
- Septic Design or Certificate of Compliance from a licensed septic professional, if permit is for Bedroom Addition or Dwelling Replacement. A list of septic professionals may be obtained from Environmental Services.
- Detailed Site Plan**
 - Property boundaries
 - Acreage
 - Road(s)
 - Driveway
 - Bodies of water
 - Existing structures
 - Proposed structures
 - Distances of proposed from property lines
 - If within 1,000 feet of lake, include Bluffs and Proposed and/or Existing Vegetative Buffers
 - Dimensions of impervious surfaces

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Improvements, Replacements, or Alterations of Nonconforming Structures

Per Section 4.3 of the Zoning Ordinance (Effective: 05/15/08), any structure or use lawfully existing upon the adoption date of this Ordinance or an amendment thereto that is not in conformity with the provisions of this Ordinance may be continued in its use, at the size and in the manner of operation existing upon the date of adoption of this Ordinance with no additional Variance.

Nonconforming structures may continue through repair, replacement, restoration, maintenance, or improvement provided a Variance is not required and that is in accordance with Section 4.6. All nonconforming structures shall not be expanded, enlarged, extended, intensified, newly constructed, structurally altered, reconstructed, substituted, relocated, or moved nor existing uses changed without coming into conformity with the provisions of this Ordinance, with the exceptions specifically listed in Sections 4.4-4.8 of the Ordinance.

If you are interested in more information, see Article 4 (Nonconforming Uses, Structures, and Parcels) of the Zoning Ordinance (pages 30-34).

ALTERATION OR REPLACEMENT OF SEPTIC SYSTEM

To attain a Septic Permit, provide the information listed below. Permit shall be validated upon showing compliance with applicable setbacks and requirements. To obtain a Certificate of Compliance, a septic installer can call Environmental Services before covering the newly installed or altered septic system to request an inspection. Advanced notice is necessary for timely inspection.

- Legal Description
- Parcel Identification Number (PIN)
- Property Address / Emergency Number
- Septic Design from licensed designer
- Indemnification agreement (Section 3.31, Sanitation Ordinance), if septic system is installed by an unlicensed installer or property owner
- Fee—check or cash

COMMERCIAL CONSTRUCTION PERMITTED IN THE ZONING DISTRICT

To attain the appropriate permits for commercial uses permitted in the parcel's Zoning District, provide the following information.

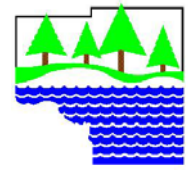
- Driveway Approach Permit from Itasca County Transportation Department (218-327-2853)
- Certificate of Survey if parcel is newly created and less than 5 acres
- Legal Description
- Parcel Identification Number (PIN)
- Septic Design from licensed designer – the design is based on information supplied by the designer and will not be verified by Itasca County for accuracy
- Property Address / Emergency Number OR apply for address when applying for permit. Sheriff's Office will notify property owner of new address by correspondence. Blue signs are installed by Sheriff's Office 6-18 months after the address is assigned.
- Handicap Accessibility Permit – Blueprints showing handicap accessibility must be provided for review by a State Inspector and approved before issuance of the Zoning Permit
- Fees—check or cash (Zoning, Septic System, Emergency Number, Handicap)
- Detailed Site Plan**
 - Property boundaries
 - Acreage
 - Road(s)
 - Bodies of water
 - Existing structures
 - Proposed structures
 - Distances of proposed from property lines
 - If within 1,000 feet of lake, include Bluffs and Proposed and/or Existing Vegetative Buffers
 - Dimensions of impervious surfaces
 - Septic system site
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SHORELAND ALTERATION PERMITS

PERMITS ARE REQUIRED FOR THE FOLLOWING ACTIVITIES IN SHORELANDS

- ◆ Movement of 10 or more cubic yards of material within the shore impact zone.
- ◆ Movement of 50 or more cubic yards of material within the shoreland. If a zoning permit has been issued, the necessary work related to the permit and other activities, such as lawn or driveway, would be covered by the zoning permit.
- ◆ Installation of lake access roads, beach sand blankets, retaining walls, or riprap.
- ◆ Ice ridge removal.

To attain a Shoreland Alteration Permit from Environmental Services, provide the information listed below. Permits shall be validated upon site inspection by Environmental Services and Soil and Water Conservation District staff. A representative for the property owner must be present at the inspection, which are typically on the second and fourth Mondays of the month from May to November. The property owner shall contact DNR for any work in the water.

- | | |
|---|--|
| <input type="checkbox"/> Legal Description | <input type="checkbox"/> Detailed site plan of proposed alteration |
| <input type="checkbox"/> Parcel Identification Number (PIN) | <input type="checkbox"/> Recent photo of area before alteration |
| <input type="checkbox"/> Fee—check or cash | |

SHORELAND STRUCTURES REGULATED

- ◆ Detached Ground-Level Patio Platform – Section 5.12 (page 53) of Zoning Ordinance
- ◆ Dry Saunas – Section 5.13 (page 53) of Zoning Ordinance
- ◆ Gazebos – Section 5.13 (page 53) of Zoning Ordinance
- ◆ Shore Access Stairways, Lifts, and Landings – Section 5.10 (page 52) of Zoning Ordinance
- ◆ Water-Oriented Accessory Structures (Boathouses) – Section 5.11 (page 52) of Zoning Ordinance

To attain a Zoning Permit from Environmental Services for the structures listed above, the following information must be provided. To attain a water-oriented accessory structure Zoning Permit, applicant must submit the following information, stake out the site, and arrange a site inspection with Environmental Services staff.

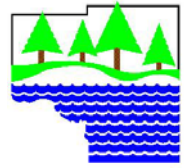
- | | |
|--|--|
| <input type="checkbox"/> Legal Description | <input type="checkbox"/> Detailed Site Plan |
| <input type="checkbox"/> Parcel Identification Number (PIN) | <input type="checkbox"/> Property boundaries |
| <input type="checkbox"/> Property Address | <input type="checkbox"/> Acreage |
| <input type="checkbox"/> Fee—check or cash | <input type="checkbox"/> Road(s) |
| <input type="checkbox"/> Stake out proposed structure before site inspection | <input type="checkbox"/> Driveway |
| | <input type="checkbox"/> Bodies of water |
| | <input type="checkbox"/> Existing structures |
| | <input type="checkbox"/> Proposed structures |
| | <input type="checkbox"/> Distances of proposed from property lines |
| | <input type="checkbox"/> Bluffs and Vegetative Buffers |
| | <input type="checkbox"/> Dimensions of impervious surfaces |

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VARIANCES

A variance is required when proposed construction, alteration or replacement does not conform to current requirements. A variance is granted on the basis of hardship and/or practical difficulty and the granting of a variance is not guaranteed. Fees are not refundable, even if a variance is denied. Variances are obtained by a process which includes submission of the following required information and a public hearing. For more information, see Article 19 of the Zoning Ordinance.

Applicants must complete the following on a Variance Application.

- ◆ Variance would be a reasonable use of the property or there is a practical difficulty to the land owner such that the variance should be granted, because....
- ◆ The circumstances which justify the variance are unique to the property and not created by the applicant because...
- ◆ Issuance of the variance will maintain the essential character of the locality, because...
- ◆ Alleged hardship involves more than economic consideration, because...
- ◆ The variance will be in keeping with the intent and general purpose of the official land use controls, because... (Refer to the Itasca County Zoning Ordinance, Itasca County Comprehensive Land Use Plan, and the like. The Ordinance and Plan can be found online by doing a Google search for the full titles.)

Application

To apply for a Variance from Environmental Services, the following information must be submitted to Environmental Services by 4:30 p.m. on the Monday before the second Wednesday of the month to get on the following month's agenda of the Planning Commission/Board of Adjustment.

- | | |
|--|---|
| <input type="checkbox"/> Documentation of vested interest if applicant is not the property owner | <input type="checkbox"/> Detailed Site Plan |
| <input type="checkbox"/> Completed Zoning Permit Application (See <u>Zoning and Septic System Permits</u> section above) | <input type="checkbox"/> Property boundaries |
| <input type="checkbox"/> Completed Variance Application | <input type="checkbox"/> Acreage |
| <input type="checkbox"/> Fee – \$475 payable to “Itasca County Auditor / Treasurer” by check or cash | <input type="checkbox"/> Road(s) |
| <input type="checkbox"/> If in the Shoreland Overlay Zoning District | <input type="checkbox"/> Bodies of water |
| <input type="checkbox"/> Mandatory Lakeshore Mitigation | <input type="checkbox"/> Existing structures |
| <input type="checkbox"/> Erosion control plan | <input type="checkbox"/> Proposed structures |
| <input type="checkbox"/> Septic system Certificate of Compliance or Septic Design to install or upgrade | <input type="checkbox"/> Distances of proposed from property lines |
| | <input type="checkbox"/> If within 1,000 feet of lake, include Bluffs and Proposed and/or Existing Vegetative Buffers |
| | <input type="checkbox"/> Dimensions of impervious surfaces |
| | <input type="checkbox"/> Septic system site |
| | <input type="checkbox"/> Well |
| | <input type="checkbox"/> Driveway |

Processing

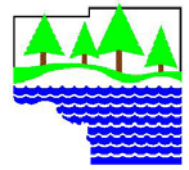
- ◆ **Public hearing.** The Planning Commission/Board of Adjustment meets the second Wednesday of every month at 9:00 a.m. in the County Board Room of the Courthouse. To be on the agenda, a completed application, all required information and fee must be submitted by the Monday preceding the second Wednesday of the previous month. A representative must be present at the hearing to address the application.
- ◆ **Notices.** Notice is sent to area property owners, the Organized Townships, and other applicable parties for recommendations.
- ◆ **Site inspection.** The Board of Adjustment inspects the site before the hearing. The proposed construction must have clearly visible corner stakes that identify the proposed construction's location on the property. If corners are not staked, the application can be tabled and a re-inspection will be required at an additional charge. No one can be prohibited from coming on to the property for the site inspection.
- ◆ **Appeal.** There is a 30-day appeal period of the Board of Adjustment's decision to District Court as per Section 18.4.2 of the Zoning Ordinance: “All decisions by the Board of Adjustment in granting Variances or in hearing appeals from any administrative order, requirement, or decision shall be final except that any aggrieved person or persons or any department, board, or commission of the jurisdiction, or of the State shall have the right to appeal within 30 days, after the receipt of notice of the decision, to the District Court in the County in which the land is located, on questions of law and fact.”

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CONDITIONAL USES

A conditional use is a land use or development that would not be appropriate generally or would not be appropriate without restriction throughout the Zoning District. Conditional Use Permit (CUP) application fees are not refundable, even if the CUP is denied. CUPs are obtained by a process which includes submission of the following required information and a public hearing. For more information, see Article 21 of the Zoning Ordinance.

Uses not provided for within zoning districts

When a land use in any zoning district is not specifically listed as a Permitted Use or Conditional Use, the land use may be considered as a Conditional Use. The applicant shall make a showing that the proposed use is similar to a Permitted Use or Conditional Use, consistent with the purpose of the zoning district in which the proposed use will be located, compatible with surrounding uses, and conforms to the Comprehensive Land Use Plan. The Zoning Administrator shall determine if the Conditional Use Permit Application is complete and then submit the Application for consideration by the Planning Commission. The Application shall be accompanied by the appropriate fee for a Conditional Use Permit. If the use is of a commercial nature and proposed for a residential zoning district (Rural Residential or Farm Residential), the Planning Commission shall hold a public hearing, evaluate the Application under the criteria in Article 21, and submit a report of its finding and recommendations to the County Board. The County Board shall hold a public hearing, evaluate the Application under the criteria in Article 21, consider the Planning Commission's report, and act on the Application. A notice of extension of the 60-day time deadline requirement of Minn. Stat. 15.99 shall be provided if necessary.

Applicants must complete the following on CUP Application and are responsible to prove statements.

- ◆ Describe how the proposed use conforms to the Itasca County Comprehensive Land Use Plan. (Find online by Googling title.)
- ◆ Describe how the use is compatible with the existing neighborhood.
- ◆ Describe how the use shall not materially adversely impact air quality, water quality, or cause soil disturbance.
- ◆ Describe how the site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment.
- ◆ Describe how the use shall not cause unsafe or unhealthy conditions.

Application

To apply for a CUP from Environmental Services, the following information must be submitted to Environmental Services by 4:30 p.m. on the Monday before the second Wednesday of the month to get on the following month's agenda of the Planning Commission.

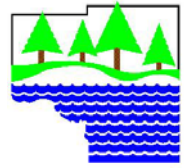
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|---|---|
| <input type="checkbox"/> Documentation of vested interest if applicant is not the property owner | <input type="checkbox"/> Detailed Site Plan |
| <input type="checkbox"/> Completed Conditional Use Application | <input type="checkbox"/> Property boundaries |
| <input type="checkbox"/> If in the Shoreland Overlay Zoning District | <input type="checkbox"/> Acreage |
| <input type="checkbox"/> Mandatory Lakeshore Mitigation | <input type="checkbox"/> Road(s) |
| <input type="checkbox"/> Erosion control plan | <input type="checkbox"/> Bodies of water |
| <input type="checkbox"/> Septic system Certificate of Compliance or Septic Design to install or upgrade | <input type="checkbox"/> Existing structures and conditions |
| <input type="checkbox"/> Fee – \$475 payable to “Itasca County Auditor / Treasurer” by check or cash | <input type="checkbox"/> Proposed development |
| <input type="checkbox"/> If application is for a tower, see Article 14 of the Zoning Ordinance for additional application requirements and note the additional fee. | <input type="checkbox"/> Distances of proposed from property lines |
| | <input type="checkbox"/> If within 1,000 feet of lake, include Bluffs and Proposed and/or Existing Vegetative Buffers |
| | <input type="checkbox"/> Dimensions of impervious surfaces |
| | <input type="checkbox"/> Septic system site |
| | <input type="checkbox"/> Well |
| | <input type="checkbox"/> Driveway |

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Processing

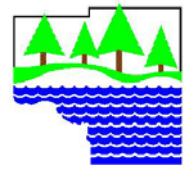
- ◆ **Public hearing.** The Planning Commission/Board of Adjustment meets the second Wednesday of every month at 9:00 a.m. in the County Board Room of the Courthouse. To be on the agenda, a completed application, all required information and fee must be submitted by the Monday preceding the second Wednesday of the previous month. A representative must be present at the hearing to address the application.
- ◆ **Notices.** Notice is sent to area property owners, the Organized Townships, and other applicable parties for recommendations.
- ◆ **Site inspection.** The Planning Commission inspects the site before the hearing. The proposed construction must have clearly visible corner stakes that identify the proposed construction's location on the property. If corners are not staked, the application can be tabled and a re-inspection will be required at an additional charge. No one can be prohibited from coming on to the property for the site inspection.
- ◆ **Appeal.** There is a 60-day appeal period of the Planning Commission's decision to District Court as per Section 18.4.1 of the Zoning Ordinance: "The Planning Commission's determination on Conditional Use Permits and decisions revoking Conditional Use Permits that are listed as a Conditional Use Permit in the Shoreland Overlay Zoning District and Zoning Districts shall be final. The County Board's determination on Conditional Use Permits that are not listed and are in a Rural Residential or Farm Residential Zoning District shall be final. Any aggrieved person may obtain judicial review by obtaining a writ of certiorari from the Court of Appeals within 60 days after the aggrieved party shall have received due notice of the proceeding and decision sought to be reviewed and by serving said writ appeal upon the Itasca County Auditor and any other adverse party within such period of 60 days.

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SUBDIVIDING LAND

SUBDIVISION is when improved or unimproved land, which is divided for the purpose of sale, transfer, rent, or lease into two or more parcels, including Planned Unit Developments (PUDs) and Conservation Developments. Two basic methods of subdivision are addressed in the Zoning Ordinance—traditional and conservation development.

TRADITIONAL METHODS OF SUBDIVISION

Criteria, standards, and processing for traditional methods of subdivisions, such as, ‘metes and bounds’ conveyances, Minor Subdivisions, and Major Subdivisions are set forth in the Itasca County Subdivision Ordinance—keeping in mind that the Subdivision Ordinance is in the amendment process.

Metes and Bounds Description is a description of real property containing directions and distances.

Minor Subdivisions are all divisions of real property creating 5 to 9 parcels in a Government Lot or Forty since September 1, 1997. Any division of real property creating up to 4 parcels may be designated a minor subdivision plat at the developer’s option. See Article 4 of the Subdivision Ordinance (Effective: 09/01/1997) for more information—keeping in mind that the Subdivision Ordinance is in the amendment process.

Minor subdivisions must be approved by the Planning Commission/Board of Adjustment (PC/BoA). To attain approval, the following steps must be taken.

- ◆ **Pre-application Administrative Review.** Submit three copies of the plat for review by the Environmental Services Administrator, County Surveyor, and County Engineers. Variations cannot be requested. Roads within the plat are private but must be named and have 66 feet dedicated right-of-ways. Developers are informed of any necessary corrections that must be made before submitting the official plans.
- ◆ **Application.** To apply for a Minor Subdivision from Environmental Services, the following information must be submitted to Environmental Services by 4:30 p.m. on the Monday before the second Wednesday of the month to get on the following month’s agenda of the PC/BoA. There is no public hearing, but only acceptance by the PC/BoA. When applicable, the plat is distributed to the Utility Companies, SWCD, DNR, Township, Lake Association, municipality and District Highway Engineer for comment.
 - Official plan (15 copies, but more copies could be required depending on location)
 - Protective Covenants, if applicable
 - Copy of the current title insurance / binder
 - Fees – check or cash (Environmental Services – see last page, Surveyor – \$30 + \$25 per lot)
- ◆ **Site Inspection.** The PC/BoA inspects the site before approving the plan.
- ◆ **Meeting.** Upon recommendation, the PC/BoA approves the minor subdivision at their monthly meeting.
- ◆ **Signatures.** The mylars and reduced copy would be submitted to Environmental Services for obtaining the remaining signatures for recording. All taxes for the year must be paid in full in order for the Auditor/Treasurer to sign. The applicant is responsible for obtaining the Township signatures.
- ◆ **Recording.** The plat must be recorded prior to offering or sale of any lot.

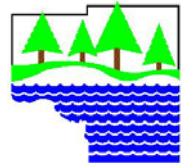
Major Subdivisions are all divisions of real property made according Minn. Stat. Chap. 515A or Chap. 515B, that creates or proposes to create 10 or more parcels in a Government Lot or Forty since September 1, 1997, that requires a new public roadway, or that requires a variance from the requirements. Any division of real property creating up to 9 parcels may be a major subdivision plat at the developer’s option. Preliminary and final public hearings are required. See Article 5 of the Subdivision Ordinance (Effective: 09/01/1997) for more information—keeping in mind that the Subdivision Ordinance is in the amendment process.

Itasca County Environmental Services

Phone: (218) 327-2857

Fax: (218) 327-7331

Website: www.co.itasca.mn.us



CONSERVATION DEVELOPMENTS

Conservation development is a method of subdivision characterized by common open space and compact dwelling units that are clustered in groups. The purpose of a Conservation Development is to create greater community value through open space amenities for homeowners and protection of natural resources, while allowing for the residential densities with prevailing densities.

The number of units or lots in a Conservation Development determines whether the Conservation Development is a Minor Conservation Development or Major Conservation Development.

Minor Conservation Development is a conservation development that contains 10 or less dwelling units that is in compliance with all provisions of Article 15 of the Zoning Ordinance.

Major Conservation Development is a conservation development that contains 11 or more dwelling units and would require the processing of a Conditional Use Permit and Conservation Development Permit application as set forth in Article 15 of the Zoning Ordinance.

Non-compliant Minor Conservation Development is a conservation development that contains 10 or less dwelling units that is not in compliance with all provisions of Article 15 and would require the processing of a Conditional Use Permit and Conservation Development Permit application as set forth in Article 15 of the Zoning Ordinance.

The various types of Conservation Developments are as follows. For more information, see Article 15 of the Zoning Ordinance.

- ◆ Common Interest Communities (CIC)
- ◆ Residential Planned Unit Developments (PUD)
- ◆ Manufactured Home Parks or Developments
- ◆ Conversions

Itasca County Website Information

ITASCA COUNTY ZONING ORDINANCE

- 1) Go to www.co.itasca.mn.us
- 2) In the left margin, click on “County Offices”
- 3) Click on “Environmental Services”
- 4) Scroll to the bottom of the page and click on “Itasca County Zoning Ordinance”
- 5) Click on “Itasca County Zoning Ordinance” again

MAPS

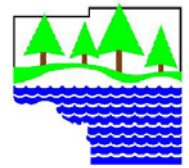
- 1) Go to www.co.itasca.mn.us
- 2) In the left margin, click on “Maps”
- 3) Select “Interactive GIS Maps”

TIPS:

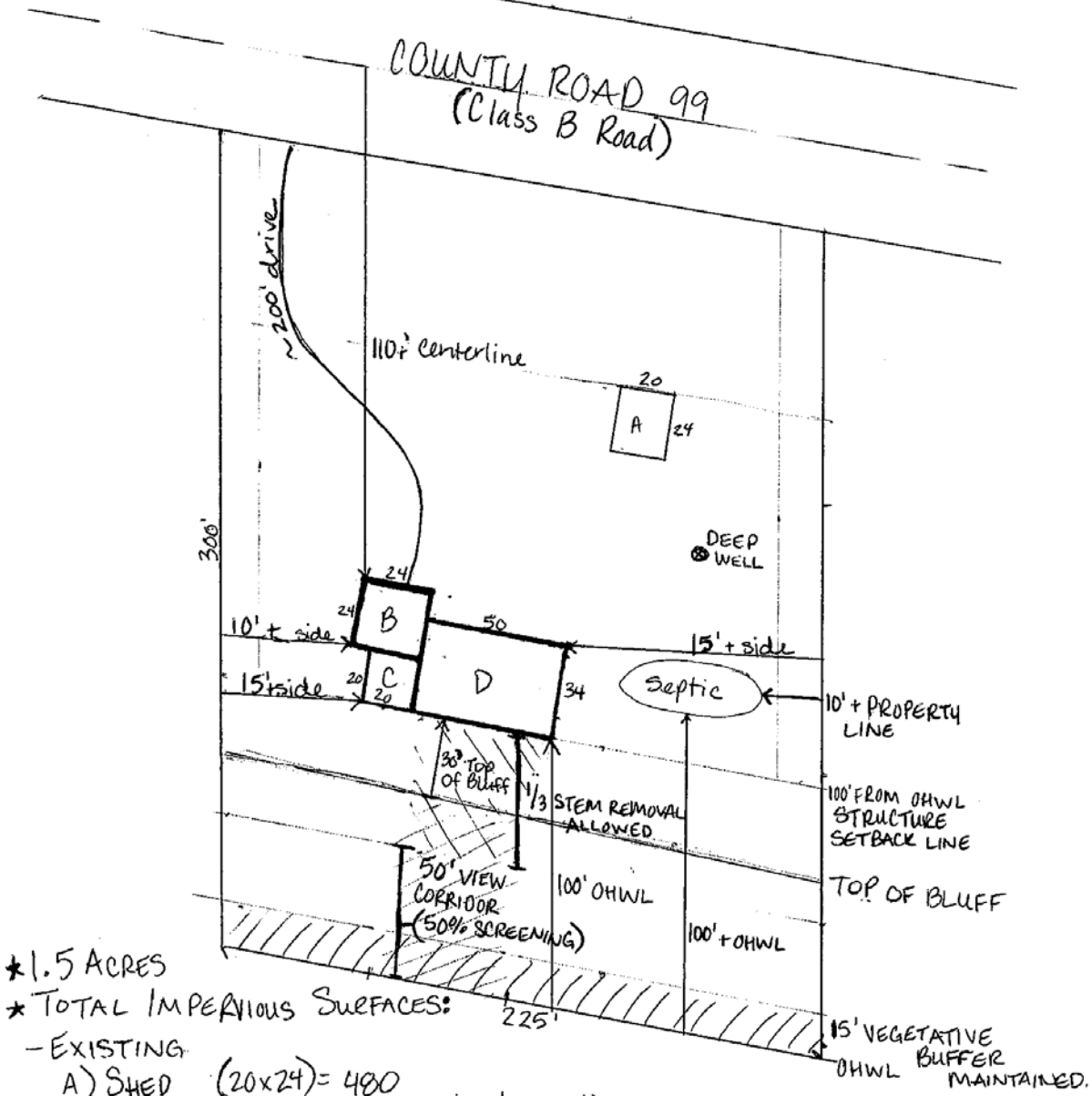
- Click “Zoom In” / Click and drag cursor over township and range / Click and drag cursor over section / zoom in
- Click on “Identify Parcel” to get the tax parcel information on a parcel number that you click on

PLATS

- 1) Go to www.co.itasca.mn.us
- 2) In the left margin, click on “County Offices”
- 3) Click on “Surveying and Mapping”
- 4) Click on “Recorded Plats & Surveys”
- 5) Click on “Plats of Itasca County”
- 6) Click on plat of interest in the alphabetical listing of plats



SAMPLE SITE PLAN



*1.5 ACRES

*TOTAL IMPERVIOUS SURFACES:

- EXISTING
- A) SHED (20x24) = 480
- PROPOSED
- B) GARAGE (24x24) = 576
- C) PORCH (20x20) = 400
- D) HOUSE (50x34) = 1,700

3,156 SQ FT

Lake Ninety-Nine (RD-2)

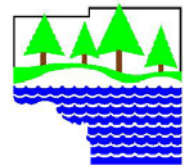
- Property boundaries
- Acreage
- Road(s)
- Bodies of water
- Existing structures
- Proposed structures
- Distances of proposed from property lines
- Dimensions of impervious surfaces
- Septic system site
- Well
- Driveway
- If within 1,000 feet of lake, include Bluffs and Proposed and/or Existing Vegetative Buffers

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PLANNING AND ZONING FEE SCHEDULE (EFFECTIVE 05/15/2008)

1	Single Family Dwelling (includes Manufactured Home, Cabin), Deck, Garage and Septic (SSTS) All Together	\$ 187.00
2	Dwelling and Deck Only	\$ 127.00
3	Dwelling Addition/Alteration	\$ 65.00
	Dwelling Addition (DECK)	\$ 50.00
4	Emergency Number / Addressing	\$ 50.00
5	Sanitation System (SSTS)	\$ 127.00
6	Sanitation System Alteration	\$ 127.00
7	Sanitation for Sauna (No shower/bathroom)	\$ 60.00
8	SSTS Certificate of Compliance	\$ 150.00
9	SSTS Re-inspection Fee	\$ 75.00
10	Commercial Establishment with Sanitation - Includes Industrial and Public Facilities	\$ 400.00
11	Commercial Establishment without Sanitation - Includes Industrial and Public Facilities	\$ 250.00
12	Commercial Establishment Additions - Includes Industrial and Public Facilities	\$ 150.00
13	Accessory Structure or Addition To	\$ 60.00
14	Variance and Appeal to PC/BoA	\$ 475.00
15	Conditional Use	\$ 475.00
	PC/BoA Site Re-inspection Fee	\$ 100.00
16	Zone Change Requests / Maps Amendments	\$ 450.00
17	Plat / Subdivision (Major / RLS)	\$ 450.00
	Plus Per Parcel	\$ 50.00
	Road Sign Post (each)	\$ 100.00
	Road Name Sign (each)	\$ 50.00
18	Minor Subdivision	\$ 300.00
	Road Sign Post (each)	\$ 100.00
	Road Name Sign (each)	\$ 50.00
19	1 to 6 Unit Resort Expansion with or without SSTS For each additional 1 to 6 units as they are constructed	\$ 225.00
20	Conservation Development	\$ 450.00
20	Resort	\$ 450.00
20A	Conservation Development PER UNIT PERMIT FEE as they are constructed	\$ 127.00
21	New Resort Development	\$ 450.00
22	Shoreland Alteration Permit	\$ 80.00
23	Restoration Order	\$ 300.00
24	Change In Use Permit (* Dependent upon type of use)	*
25	Home Occupation II	\$ 50.00
26	Handicap Permit	\$ 225.00
27	Temporary Borrow Area Permit	\$ 200.00
28	Extractive Use Permit	\$ 400.00
29	Registration of Grandfathered-In Extractive Use	\$ 450.00
30	Certificate of Occupancy	\$ 115.00
31	Establishment of Water Surface Use Ordinance	\$ 450.00
32	Ordinances: Zoning	\$ 30.00
	Ordinances: Sanitation, Subdivision and Public Waters	\$ 20.00
33	Comprehensive Management Plan	\$ 10.00
34	Amendment to Comprehensive Management Plan	\$ 500.00
35	Communications Tower	\$ 500.00