

APPLICATION FOR CONSTRUCTION SITE PERMIT

Stearns County Environmental Services
705 Courthouse Square, Administration Center Room 343, St. Cloud, MN 56303
(320) 656-3613 or 1-800-450-0852 •Fax (320) 656-6484

*****SEE ATTACHED CORRESPONDING NUMBER FOR EXPLANATIONS*****

1. Property Owner's Name _____	2. Telephone Number _____
3. Email Address _____	
4. Address of Property _____	
5. Mailing Address _____	
6. Parcel I.D. Number _____	7. Township <u>Lynden</u>
8. Section _____	
9. Legal Description _____	

10. Project Description: _____
(If proposed structure is intended to house livestock, including horses, **STOP HERE**, and see feedlot staff)

11. Contractor's Name/License Number: _____ Telephone # _____

12. Lot Dimensions: _____

13. Lot Area: _____

**If application is for more than one structure, indicate the setbacks from each structure.*

	Existing	Proposed
14. House Dimensions:		
15. House Area (including attached garage):		
16. # of Accessory Structures (including detached garage):		
17. Area of All Accessory Structures:		
18. Deck(s) Dimensions:		
19. Total Area of All Decks:		
20. Area of Driveway:		
21. Area of Sidewalks, Patios, etc.:		
22. Lot Coverage (from Lot Coverage Calculation Worksheet):		
23. Parking Spaces:		
24. Number of Bedrooms:		
25. Number of Baths:		
26. Number of Floors:		
27. Sidewall Height (including Dormers):		
28. Building Height:		
29. Walk Out? Yes / No		
30. Retaining Wall(s): Yes / No		
31. Front (OHWL) Setback:		
32. Distance to Bluff:		
33. Rear Setback:		
34. Side Setback (1):		
35. Side Setback (2):		
36. Encroachments:		
37. Road Right of Way Setback:		
38. Road Centerline Setback:		
39. Distance to Septic Tank: (10 ft. minimum)		

40. Distance to Drainfield: (20 ft. minimum)		
41. Distance to Feedlots:		
42. Distance to Wetlands:		
43. Project Will Disturb More Than One Acre (43560 ft ²)?		

*****ANY PROJECT CHANGES MADE AFTER RECEIVING YOUR PERMIT MUST BE***
DOCUMENTED ON THE ORIGINAL PERMIT OR AFTER-THE-FACT FEES MAY APPLY.**

44. For Agricultural Construction - If this structure is intended to house livestock, including horses, a feedlot permit shall be required according to Section 6.7.4 of the Stearns County Zoning Ordinance (# 439).

45. For Non-Agricultural Construction in Agriculturally Zoned Areas - If this non-agricultural structure is to be constructed within an agriculturally zoned area, it is important to realize that at times, there may be: odor from livestock operations and manure applications; noise from farm equipment; and occasional soil, mud or manure left on roads throughout the year.

46. **Agreement:** I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions, and to abide by all of the ordinances of Stearns County regarding actions taken pursuant to this application. Any plans submitted herewith shall become part of the permit application. This application shall not be considered a complete application until the applicant has staked the proposed building site. **Incomplete applications shall expire six (6) months from the date of application.** It is the responsibility of the applicant to obtain any other necessary permits from their Township. Signature of this application authorizes Environmental Services Staff to enter upon the property to perform needed inspections. Entry may be without prior notice.

Signature

Date

46. Township Approval

A Valid Township signature may be required prior to Stearns County reviewing permit application.

Permit Conditions: _____

Township Signature

Date:

FEE: _____ (NON-REFUNDABLE)

Receipt Number: _____

Parcel #: _____

Lot Coverage Calculation Worksheet

Date: _____

Lot coverage is limited to 25% of the total lot. The total may not be larger than the maximum coverage calculation below!! Please be advised that if you are over the lot coverage allowance, you must reduce your coverage or apply for a variance before your proposed project will be permitted.

Instructions:

Please calculate out all that apply to your situation. If an item does not apply, please leave it blank.

<u>Proposed Structure(s)</u>	<u>Length (ft)</u>	X	<u>Width (ft)</u>	=	<u>Total (ft²)</u>
_____	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
_____	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
_____	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)

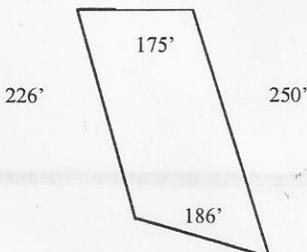
Existing Structure(s)

House & Attached Garage	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
House Only	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
Attached Garage Only	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
Detached Garage	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
Accessory Structures	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
*storage sheds, pole sheds,	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
utility bldg., dog kennels,	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
water orientated structures	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
boat house, green house	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
Deck(s)	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
Driveway, Parking Areas, Aprons,	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
Boat Ramp (*asphalt, cement, gravel)	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
Sidewalk, Patio, Paving Stones	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
Landscaping (plastic under rocks)	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
Other	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)
	_____ (ft)	X	_____ (ft)	=	_____ (ft ²)

Total = _____ (ft²)

_____ X 0.25 = _____
 Lot Area (ft²) **Maximum coverage allowed (ft²)**

Lot Area: Calculate lot area by multiplying the length of the lot times the width. However, if the length and width vary, as in the example, take the average length and width:



Average Width: $175' + 186' = 361/2 = 181'$
 Average Length: $226' + 250' = 476/2 = 238'$
 Lot Size: (W) $181' * (L) 238' = 43,078$ square feet
 Lot Area: 43,078 square feet

1 Acre = 43,560 ft²

Please show lot area calculations!

Parcel #: _____

Site Plan

Indicate in the space below the following:

1. Dimensions of existing and proposed structures.
2. Setbacks from: OHWL (ordinary high water level), front yard, rear yard, side yard, encroachments, road right-of-way, centerline, bluff.

The site plan area contains faint text and a diagram. The text includes:
Average Width: $175' + 180' = 355' - 181'$
Average Length: $225' + 230' = 455' - 238'$
Lot Area: $(W) 181' \times (L) 238' = 43,078$ square feet
Lot Area: $(L) 238$ square feet
Maximum coverage allowed (F): $X 0.2 =$
Lot Area Calculation: lot area by multiplying the length of the lot times the width. However, if the length and width vary as in the example, take the average length and width.

The diagram shows a rectangle with dimensions 175' and 230'.

PERMIT APPLICATION KEY

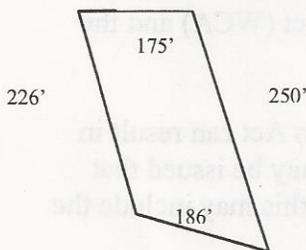
1. Property Owner's Name: Print name of property owner. Applications will only be accepted from property owner or authorized agent.
2. Telephone Number: Print both home and work telephone numbers.
3. Address of Property: Indicate property address. If you do not have a property address, leave blank and staff will assign an address.
4. Mailing Address: If property address is different from your mailing address, please indicate.
5. Parcel I.D. Number: Parcel I.D. number may be obtained from your property tax statement. It is located in the upper right-hand corner. This number starts with the letter "R" followed by a ten digit number (i.e. R xx.xxxxx.xxx).
6. Township: Indicate township name.
7. Section: Section number may be obtained from tax statement, deed, or abstract.
8. Legal Description: Legal description may be obtained from tax statement, deed, or abstract. For example, Lot 2 Block 1, Blank Addition.
9. Project-Description: Describe project. Include decks or accessory structures that are proposed to be built under this permit. Permits are valid for 1 year from date of issuance.
10. Contractor's Name/License Number: Indicate contractor's name and license number. The State of Minnesota requires that all residential building contractors, remodelers, and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. If you will be the general contractor, you are exempt from this requirement but are required to sign the attached waiver entitled "Building Permit Applicant: Property Owner".

STAKE PROPOSED STRUCTURES OR ADDITIONS PRIOR TO SUBMITTING PERMIT APPLICATION.

THE FOLLOWING INFORMATION MUST BE INCLUDED ON SITE SKETCH FOR ALL PROPOSED AND EXISTING STRUCTURES.

Dimensions

11. Lot Dimensions: Length and width of the lot.
12. Lot Area: Calculate lot area by multiplying the length of the lot times the width. However, if the length and width vary, as in the example, take the average length and width:



$$\begin{aligned} \text{Average Width: } & 175' + 186' = 361/2 = 181' \\ \text{Average Length: } & 226' + 250' = 476/2 = 238' \\ \text{Lot Size: (W) } & 181' * (L) 238' = 43,078 \text{ square feet} \\ \text{Lot Area: } & 43,078 \text{ square feet} \end{aligned}$$

13. House Dimensions: Length and width of the house/principal structure. A principal structure is any structure that is not an accessory structure. For example, a residential dwelling is a principal structure. Only one house/principal structure is allowed on a parcel.
14. House Area: Calculate the area of the proposed or existing house/principal structure by multiplying the length times the width. Include area of attached garage if applicable.
15. Number of Accessory Structure and Dimensions: Indicate number of structures. Include length and width of proposed and existing accessory structure(s). An accessory structure is a structure on the same lot with, and incidental and subordinate to, the principal structure. For example, a detached building (garage) is an accessory structure.

16. Area of Accessory Structures: Calculate the area of proposed and existing accessory structures by multiplying the length times the width. Include area of detached garage if applicable.
17. Deck(s) Dimensions: Indicate dimensions of all decks.
18. Total Area of All Decks: Calculate area for each deck by multiplying the length times the width and add together.
19. Area of Driveway: Measure driveway length from the road right of way to the beginning of the driveway. Measure driveway width by measuring the width at the beginning, at the right of way, at the middle, and $\frac{1}{4}$ of the way from each end. Add the 5 measurements together and divide by 5 to get the average. Using the average, multiply by the driveway length and this will give you the area of the driveway.
20. Area of Sidewalks, Patios, Etc: Calculate area for each by multiplying the length times the width and add together.
21. Lot Coverage: Lot coverage is determined by dividing the area of a lot that is covered by impervious surfaces by the lot area. Impervious surfaces are surfaces that are highly resistant to infiltration by water. They include but are not limited to the following: houses, garages, driveways, sidewalks, decks, patios, parking pads or lots, landscaped areas, etc.
22. Parking Spaces: Parking space standards need to be met if the permit application is for a provisional use. The number of required off-street parking spaces is based on type of use. For example, eating and drinking establishments must provide one space for each three seats, based on maximum design capacity. If applicable, indicate parking space allocation on site sketch.
23. Number of Bedrooms: Indicate number of bedrooms.
24. Number of Bathrooms: Indicate number of bathrooms.
25. Number of Floors: Indicate number of floors and if the structure has a walkout basement and if retaining walls are to be used. For retaining walls, indicate proposed location, length, and height on site plan.
26. Sidewall Height: Indicate sidewall height.
27. Building Height: Indicate building height. Height is defined as the vertical distance between the highest adjoining ground level at the building or ten feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or height of the top of the highest gable of a pitched or hipped roof.
28. Walkout: Indicate if the structure has a walkout basement.
29. Retaining Wall: Indicate the proposed location, length, and height on site plan.
30. Front (OHWL) Setback: On riparian lots, the front yard setback is measured from the OHWL (ordinary high water level). A riparian lot borders a waterbody. On non-riparian lots, the front yard setback is measured from the road right-of-way or centerline, whichever is more restrictive. See #36 and #37 for explanation on how to determine the road right-of-way or centerline setback.
31. Distance To Bluff: A bluff is defined as a topographic feature such as a hill, cliff, or embankment that rises at least 25 feet above the ordinary high water level and the grade of the slope from the toe of the bluff to a point 25 feet or more above the ordinary high water level and averages 30% or greater. The slope must be located in shoreland and drain toward the water body. Environmental Services staff can make a bluff determination.
32. Rear Setback: On riparian lots, the rear yard setback is measured from the road right-of-way or centerline, whichever is more restrictive. On non-riparian lots, the rear setback is measured from the rear lot line. See #36 and #37 for explanation on how to determine the road right-of-way or centerline setback.
33. & 34. Side Setbacks: The side yard setback is measured from both side lot lines.
35. Encroachments: The following shall be permitted encroachments into setback requirements: 1) Flues, roof overhangs, awnings, bay windows and chimneys up to 2 feet in width; 2) Steps, sidewalks, stoops, and exposed wheelchair ramps up to 4 feet in width; 3) Recreational playground equipment for private use. Indicate any encroachments on site sketch.

36. Road Right-of-Way Setback: In some areas the road right-of-way is marked with a ROW marker. If a survey has been completed and your property lines have been marked with survey pins, the pin located nearest the road would indicate the right-of-way. If you still cannot locate the right-of-way: 1) for township roads- contact your township and ask them to determine ROW; 2) For County roads-contact Stearns County Public Works at 320-255-6180. Measure from this point to the closest point of the proposed structure or addition. On riparian lots, the road right-of-way or centerline setback, whichever is more restrictive, is also the rear yard setback. On non-riparian lots, the road right-of-way or centerline setback, whichever is more restrictive is also the front yard setback. Duplicate these numbers in the appropriate section.
37. Road Centerline Setback: Measure from the centerline of the road to the closest point of the proposed structure or addition. The more restrictive setback from the road right-of-way or centerline shall apply.
38. Distance To Septic Tank: Indicate distance from septic tank to proposed structure(s).
39. Distance To Drainfield: Indicate distance from drainfield to proposed structure(s).
40. Distance To Feedlots: If permit application is for a residential dwelling unit or an addition to a residential dwelling unit, indicate the approximate distance from nearest feedlots. Stearns County Feedlot staff will be verifying that all setbacks are met during the application review process.
41. Wetlands: Indicate distance from wetland to proposed structure(s). Caution: standing water is not always present in wetlands. SEE WETLAND ADVISORY LITERATURE.
42. Even though disturbance may be less than 1 acre, if your parcel is part of a newer or larger subdivision, each individual lot may be required to obtain a National Pollutant Discharge Elimination System (NPDES) Permit through the Minnesota Pollution Control Agency.
43. Agricultural Construction: General information for housing animals.
44. Non-Agricultural Construction in Agriculturally Zoned Areas: General information.
45. Agreement: Please read agreement and date & sign application.
46. Township Approval: A valid township signature may be required prior to Stearns County reviewing any permit application.

WETLAND ADVISORY

Will your proposed project result in impacts to wetlands?

A wetland is a landscape feature transitional between terrestrial and aquatic systems where the water table is usually at or near the surface of the land or is covered by shallow water. The presence of surface inundation or saturation in a wetland results in a prevalence of wetland vegetation and specific characteristics developing in the soil. Wetlands may also be referred to as swamps, bogs, sloughs, nuisance-wet spots, low ground and others.

There are eight types of wetlands in Minnesota:

- ◆ Type 1 - Seasonally flooded basins or flats. Soil is covered with water or waterlogged during seasonal periods, but is usually well drained during the growing season.
- ◆ Type 2 - Wet meadows. Soil is usually without standing water most of the growing season but is waterlogged within a few inches of the surface.
- ◆ Type 3 - Shallow marshes. Soils, which are usually waterlogged during the growing season and are often covered with up to 6 inches of water. Many have cattails and bulrushes and small open water areas.
- ◆ Type 4 - Deep marshes. Soils, which are usually covered with 6-inches to 3-feet of water during the growing season, Many have cattails and bulrushes and small open water areas.
- ◆ Type 5 - Open water wetlands. Shallow water ponds and reservoirs with water 3 to 10 feet deep.
- ◆ Type 6 - Shrub swamps. Soil is usually waterlogged during the growing season and is often covered with as much as 6-inches of water.
- ◆ Type 7 - Wooded swamps. Soil is waterlogged at least to within a few inches of the surface during the growing season with as much as one foot of water. Occur mostly along sluggish streams and flood plains.
- ◆ Type 8 - Bogs. Soil is usually waterlogged and supports a spongy covering of mosses.

Stearns County Environmental Services reminds you that State and Federal Law prohibits the draining or filling of wetlands, unless specifically approved or exempted by the appropriate authorities. Stearns County Environmental Services administers the Minnesota Wetland Conservation Act (WCA) and the U.S. Army Corps of Engineers administers Section 404 of the Clean Waters Act.

Filling or draining a wetland in violation of the Minnesota WCA or the Clean Waters Act can result in criminal penalties and fines. If a violation exists on a property, a restoration order may be issued that requires the property owner to restore the impacted wetland to its former condition (this may include the removal of buildings and all fill material in the impact area).

As the applicant for this permit or project, you are responsible for determining whether any wetlands will be affected by this proposed project. If you believe there is potential for wetland impacts associated with your project, you are advised to contact Stearns County Environmental Services before commencing any such work.



Minnesota
Pollution
Control
Agency

Municipal
Division

Sediment and Erosion Control for New Homeowners

Water Quality/Stormwater # 2.07, October 2004

Because you are the owner of a newly built home, the Minnesota Pollution Control Agency would like to tell you about your special responsibility to help protect the environment.

MPCA Offices

- ◆ Brainerd
(218) 828-2492
- ◆ Detroit Lakes
(218) 847-1519
- ◆ Duluth
(218) 723-4660
- ◆ Mankato
(507) 389-5235
- ◆ Marshall
(507) 537-7146
- ◆ Rochester
(507) 285-7343
- ◆ St. Paul
(651) 296-6300
Toll-free/TTY
(800) 657-3864
- ◆ Willmar
(320) 214-3786

If your new home is like most, the builder did some grading of your lot, removing some or all of the existing vegetation or ground cover. You may have new sod, or you might just have a bare soil yard.

When rain falls on exposed soil, it can wash soil away from the land. This runoff can erode bare ground, wash away valuable topsoil and make landscaping more difficult. It also carries soil, nutrients and other pollutants into streets, gutters and ditches, where it then travels untreated to lakes, rivers, streams or wetlands. Polluted runoff can cause excessive growth of weeds and algae in water bodies and reduce recreational opportunities such as swimming and fishing. Sediment-laden runoff can also clog ponds and wetlands and reduce floodwater retention.

Your homebuilder was required to take steps to keep soil and sediment from leaving your lot. Permanent stabilization such as sod may have been installed on part or all of your property. If not, you can help protect the environment by ensuring that soil and sediment are not washed off your property and that grass or other ground cover become well established.

Temporary stabilization

When construction on your home is complete, verify that your builder installed temporary stabilization measures to minimize erosion and prevent sediment-laden runoff from discharging into streets, gutters, ditches, streams, lakes and wetlands. Silt fence or other sediment control should be in place on the down slope perimeter, and near curb and gutters, ditches, streams, lakes and wetlands. Mulch or similar material must cover exposed soil. In addition, any piles of soil on your lot must be at least 200 feet from surface water and curb and gutters. Soil piles must also be stabilized.

As a homeowner, you are responsible for inspecting and maintaining temporary stabilization measures until permanent ground cover is established on your yard.

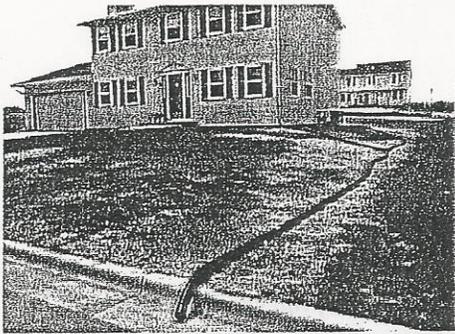
Commonly used temporary stabilization methods include:

Temporary vegetation includes annual grasses that sprout quickly such as annual rye, oats and winter wheat. These grow quickly with little care and can protect the soil from rain, slow runoff, and act as a filter. They will not provide permanent cover. You may need to fertilize, water or reseed to ensure the vegetative cover is maintained until permanent cover is installed.

Mulching (straw, wood chips, wood fiber blanket, and so on) provides temporary cover to protect the soil from rain. Mulching may be the only option during the winter when seeding or sodding is not possible. Mulch must stay in place to be effective. Netting, stakes or chemical binders are used to anchor some types of mulch. Be sure to reinstall washed-out mulch and anchor if necessary until permanent cover is established.

Silt fences are curtains of permeable fabric erected on stakes to restrict run off. The silt fence slows runoff and allows it to puddle or pond, so soil and sediment can settle out before water leaves a site. Other sediment control devices include berms, biologs, and more. Proper installation and maintenance of sediment control devices is essential for their performance. Reinstall or replace ripped, collapsed, undermined or decomposed fencing. Remove sediment if deposits reach 1/3 of the silt fence height. Remove silt fences and other sediment control devices only after permanent stabilization is established.





Downspout extenders may be used to protect temporarily stabilized areas from roof runoff. Extenders can direct water from your roof gutters to paved

or grassed areas. Direct discharge to storm sewers (as in the photo) may not be allowed or available in your area; check with local authorities. Check extenders regularly to insure proper performance. Remove extenders following permanent stabilization.

Permanent stabilization

Establish permanent vegetation or ground cover as soon as possible. Mulch, silt fences, downspout extenders, or other temporary stabilization measures can be removed following permanent stabilization.

Please consider the following as you make your landscaping decisions:

- Keep and protect existing native trees, bushes and plants on your property.
- Schedule landscaping projects for dry weather.
- Terrace slopes to slow the flow of runoff.
- Plant fast-growing annual and perennial grasses.
- Water new seed or sod lightly, every day or two, for two weeks to keep soil moist.
- Use well adapted native plants that reduce runoff and require little maintenance.
- Plant plenty of trees and shrubs to reduce runoff.
- Plant lawn alternatives like rain gardens, prairie plants, or no mow lawn mixes.
- Route downspouts and other drainage to heavily vegetated areas.
- Use crushed rocks, pavers or other alternatives that allow rainwater to seep into the ground for walkways, RV pads, decks, patios and drives.
- Leave an unmowed buffer strip of thick vegetation along stream banks and lakeshores.
- Use caution when landscaping near your home, especially next to the foundation. Changes in the final grade can lead to water pooling and basement water damage.
- Use a landscaping firm experienced in stormwater design.
- Check with your local government to make sure your landscape design meets any local regulations.

Controlling stormwater water pollution

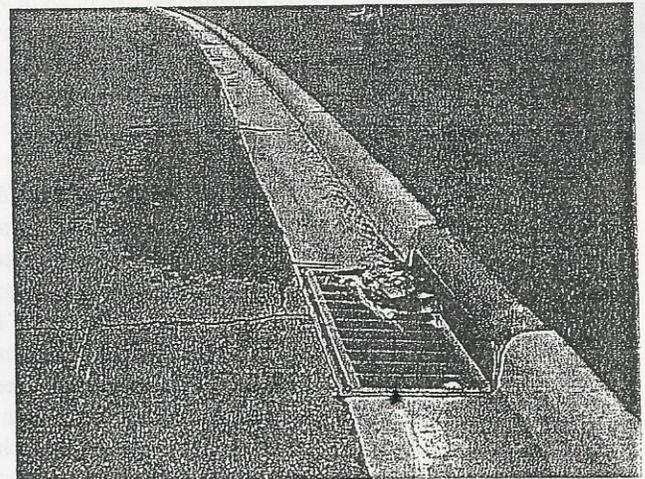
Finally, you can also help area lakes and streams for as long as you own your home. Stormwater runoff does not go to a wastewater treatment plant. It flows directly into our lakes and streams. There are many ways you can reduce polluted runoff.

- Keep trash, leaves and grass clippings off streets and out of storm drains, streams and lakes.
- Keep cars tuned up and repair leaks.
- Properly dispose of hazardous wastes.
- Don't pour oil, pesticides, paint or other materials down the storm drain.
- Minimize the use of pesticides, fertilizers and de-icing materials.
- Test your soil and use zero phosphate fertilizer if possible.
- Pick up and bury or flush pet wastes.
- Wash your car on the lawn or use a commercial car wash.

For more information on stabilization measures, contact your local building inspector or Soil and Water Conservation District Office.

You can also visit MPCA Stormwater Web site at www.pca.state.mn.us/water/stormwater/index.html or call the MPCA Customer Assistance Center at 651-297-2274 or 800-646-6247 (in Minn.).

Thank you for helping to protect Minnesota's waters!



Please help keep storm drains clean. Soil, trash and other pollutants flow untreated, directly to our rivers, lakes and streams.