

# APPLICATION FOR A BUILDING SITE PERMIT

POKEGAMA TOWNSHIP PLANNING & ZONING  
18336 TOWN HALL RD  
PINE CITY, MN. 55063  
TOWNHALL: 320-629-3719  
ZONING ADMINISTRATOR

Permit No. \_\_\_\_\_  
Fee rec'd. \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Date rec'd. \_\_\_\_\_  
By: \_\_\_\_\_

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**Instructions:** Fill out this application and attach 3 copies of a site plan drawn to standard engineering Scale (e.g. 1"=20') or a sketch showing the dimensions and shape of the lot, location and setbacks of all existing structures, and the exact location and dimensions of the proposed construction showing setbacks from property line.

## Purpose of Application

\_\_\_\_\_ Principal Building \_\_\_\_\_ Accessory Building \_\_\_\_\_ Other \_\_\_\_\_

## Property/ Owner Information:

PROPERTY OWNERS NAME \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_  
Street City State Zip code

TELEPHONE NUMBER: \_\_\_\_\_ CELL: \_\_\_\_\_

PROPERTY OWNERS SIGNATURE: \_\_\_\_\_  
If Corporation, signature of Official

## Applicant Information:

APPLICANTS NAME (If different than property owner): \_\_\_\_\_

IF, CORPORATION, CORPORATE OFFICIAL SEAL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street City State Zip code

TELEPHONE NUMBER: \_\_\_\_\_ CELL: \_\_\_\_\_

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## Legal Site Description

RANGE # \_\_\_\_\_ SECTION # \_\_\_\_\_ PARCEL IDENTIFICATION # \_\_\_\_\_

LEGAL(S ¼ OF W1/2 OF SE1/4) \_\_\_\_\_

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**Requested Information**

Permit to:

a.  Build

(1)  New Construction (Principle) Type:  Built on sight  
 Modular  
 Other

(a)  Single family - attach complete copies of all construct plans.

(b)  Multi- family - attach complete copies of all construction plans.

(2)  New Construction (accessory) Type of structure: \_\_\_\_\_

b.  Add to existing Building,

c.  Repair to existing building,

d.  Alter:

e.  Move-in; (Manufactured, used home)

NARRATIVE DISCRPTION OF THIS REQUEST (Use Additional paper if needed):

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**Property and proposed Information:**

**Existing Conditions (a-c)**

a. Lot width along right-of-way \_\_\_\_\_ feet

b. Lot depth from right-of-way \_\_\_\_\_ feet

c. Lot size: \_\_\_\_\_ sq. feet or acres

d. Dimensions of new construction:

1. Width \_\_\_\_\_ feet

2. Length \_\_\_\_\_ feet

3. Height of building: \_\_\_\_\_ feet/stories

**Note: (a) Primary Dwelling must have a livable area of not less than 960 sq. ft.**

**(b) Dwelling height is a maximum of 35feet, measured from grade to ridge of building.**

e. Nearest point of proposed structure to:

1. Front property line measured from right-of-way to nearest point of building is \_\_\_\_\_ feet.

2. Rear property line measured from point of building to property line is \_\_\_\_\_ feet.

3. Side property line measured from point of building to property line is;

(a) Left side \_\_\_\_\_ feet

(b) Right side \_\_\_\_\_ feet

**Front Setback = 75 ft    Side Setback = 10ft.    Rear Setback = 50ft.(A & RR), 30ft (R )**

**Sewer System Information:**

a. Existing private system (on Site) \_\_\_\_\_ Proposed Private system

b. Existing Central system \_\_\_\_\_ Proposed Central system

c. Has Sewer Permit been issued? \_\_\_\_\_ If yes, attach copy of permit

**Grading and Filling Information**

1. Will project require grading, excavating, clearing, filling, or other land-disturbing activity of any kind?  
Yes      No

2. If yes, complete the following:

a. Purpose?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Area to be disturbed: \_\_\_\_\_ acres      \_\_\_\_\_ square feet

c. Total area of the property: \_\_\_\_\_

d. Is the project located in a residential subdivision? Yes    No    If yes, Name of subdivision \_\_\_\_\_

- 1. \_\_\_\_\_ Requires an Erosion and Sediment Control plan.
- 2. \_\_\_\_\_ Requires an agreement in leu of an Erosion and Sediment Plan..
- 3. \_\_\_\_\_ Exempt.

I/We certify that all information and attachments to this application are true and correct to the best of my knowledge. I/We will comply with all Provisions of the Applicable Ordinances of Pokegama Township, Pine County and State Codes.

Date: \_\_\_\_\_  
Signature of Applicant

**Make Checks Payable Pokegama Township Treasure**

**DO NOT WRITE BELOW THIS LINE (OFFICE USE ONLY)**

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**Zoning Fee:**

- a. Principle structure \$100
- b. Accessory structure \$100
- c. Erosion and Sediment Control

**Submittal Process:**

a. Reviewed by Zoning:      \_\_\_\_\_ Approved  
    \_\_\_\_\_ Disapproved; Reason \_\_\_\_\_

b. \_\_\_\_\_  
    Signature Zoning Department    Date

**Submittal Requirements:**

- Completed Application Form, signed and dated. Do not leave any questions unanswered, doing so will make your application incomplete.
- Copy of a Vicinity/ Location Map showing proposed site in relation to streets, highways, Bodies of water, etc. No larger than 8-1/2" x 11".
- Copy of Detailed Site Plan (Folded Individually to approximately 8-1/2'x11") or optional attached sketch.
- Application Fee
- Individual Sewer Treatment design and permits.
- Grading and Filling Permit (if applicable).
- Wetland Permits (if applicable)

**Information Requirements**

Every application shall be accompanied by a site plan showing information relevant to the proposal. All site plans shall, at a minimum, show the submission items listed below, unless a waiver from any of these is granted by the board. All existing conditions and proposed conditions shall be shown and distinguished from each other. Copy of the site plan shall be submitted with the application.

**A. Site Plan Submittal Items;**

1. **Site Plan General**

The site Plan shall contain at a minimum, the following;

- a. Dimensions of the lot.
- b. Location of all existing and proposed structures.

- c. Sewage treatment systems ( existing or proposed)
- d. Well location from Buildings, Sewer system and Drain Field
- e. Location of all easements, Drainage, Utilities, road or access.
- f. Front, side, rear yard distances from building lots (setbacks)
- g. Any wetlands, ponds, waterways, significant landmarks.
- h. Other information as requested by the Zoning Administrator.

Notes:

**1. Proposed structures must be staked out at the time of this application.**

**2. A copy of the Ordinance is located at the Town Hall.**

**3. Other;**

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