

# APPLICATION FOR A SHORELAND ALTERATION PERMIT

Pokegama Township Planning and Zoning  
18336 Town Hall Rd.  
Pine City, MN. 55063  
Town Hall; 320-629-3719  
Zoning Administrator; 320-630-8075

Permit No. \_\_\_\_\_  
Fee Rec'd \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Date Rec'd \_\_\_\_\_  
By whom \_\_\_\_\_

When preparing this application, please print or type the reply to each question. If you have any questions, please contact the Zoning Administrator at (320) 629-3719 or cell: 320-630-8075. The following plans, specifications and other documents pertaining to the application shall be submitted at the time of the filing. Please note that a incomplete application packet may cause a delay in reviewing your application.

**Site Address:** \_\_\_\_\_

## **Property Owner Information**

Property Owners name: \_\_\_\_\_

Mailing Address; \_\_\_\_\_

City; \_\_\_\_\_ State; \_\_\_\_\_ Zip; \_\_\_\_\_

Telephone; \_\_\_\_\_ Fax; \_\_\_\_\_

Owners recognition of Petition \_\_\_\_\_

## **Application Information**

Applicants Name (If different than Property Owners) \_\_\_\_\_

Mailing Address; \_\_\_\_\_

City; \_\_\_\_\_ State; \_\_\_\_\_ Zip; \_\_\_\_\_

Telephone; \_\_\_\_\_ Fax; \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

## **Legal Description of Property**

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

PID # \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_ Range: \_\_\_\_\_

**Parcel Information:**

Lot Area: \_\_\_\_\_ ft. Lot Width: \_\_\_\_\_ ft. Lot Depth: \_\_\_\_\_

Project Setback from OHWL: \_\_\_\_\_ ft. Land Height above OHWL: \_\_\_\_\_ ft.

Project Setback from Nearest Lot Line(s): \_\_\_\_\_ ft.

**Briefly Describe Purpose or Reason For The Permit:**

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**General Information**

1. Type of Permit?     Earthmoving: \_\_\_\_\_  
                               Rip-Rap: \_\_\_\_\_  
                               Retaining wall: \_\_\_\_\_  
                               Dug-In stairs/walkway: \_\_\_\_\_
  
2. Is permit related to a subdivision? Yes \_\_\_ No \_\_\_ If yes, subdivision \_\_\_\_\_
  
3. Total area that will be disturbed \_\_\_\_\_ Number of Cubic Yards \_\_\_\_\_
  
4. Quantity, in cubic yards, of soil or earth materials to be **placed** or **removed**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Amount and type of wetlands disturbed (if any) \_\_\_\_\_
  
6. Proposed soil and sediment control plan, (If Applicable) \_\_\_\_\_
  
7. Are there any easements of record on this property?  
\_\_\_\_\_  
\_\_\_\_\_

8. Are there any deed restrictions on this property?

\_\_\_\_\_

9. Are public sanitary sewer pipes located on property? \_\_\_\_ yes \_\_\_\_ no

Describe; \_\_\_\_\_

10. Estimated start date \_\_\_\_\_ Estimated completion date \_\_\_\_\_

I/we certify that all information and attachments to this application are true and correct to the best of my knowledge. I/we comply with all the provisions of the applicable Ordinances of Pokegama Township, Pine County and State/Federal Codes. If any work shall be done in violation of the above, the Township Zoning Administrator shall have a right to stop work on the premises until such violation shall have been removed and there shall be no liability on the part of the Township because of such stoppage of work.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Make checks payable to Pokegama Township

\_\_\_\_\_  
Do not write below this line (official use only)

Grading and Filling fee: \$ 50

Submittal Process:

Reviewed by Zoning \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Township Engineer (If required) \_\_\_\_\_ Date \_\_\_\_\_

Zoning notifies applicant of decision \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS:**

1. All items must be completed in ink and submitted in an application before it will be processed. Incomplete and/or illegible applications will not be accepted and will be returned to the applicant (s).
2. Application must owner the property or have a valid purchase agreement. If using agent, the agent and homeowner must sign the application.
3. A pre-approval site inspection by zoning staff is required before a permit will be issued. Contact us to schedule your inspection and explain your proposed project.
4. A post-construction inspection by zoning staff is also required when you finish the job. You must call the Zoning Department to schedule your post-construction inspection immediately upon project completion. Failure to do so within the twelve month permit will constitute a violation of the permit.

**Grading application submittal checklist**

- Completed application form, signed and dated.
  - 1 copy of a vicinity map in relation to the surrounding area.
  - 3 copies of site plan and grading plan are required to be submitted with the following information;
    1. Existing and proposed topography of the site taken at contour intervals sufficiently detailed to define the topography over entire site.
    2. The sites property lines.
    3. Location and graphic representation of all existing and proposed natural and manmade drainage facilities.
    4. Detailed plans of all surface and subsurface drainage devices, walls, dams and other protective devices to be constructed with or as part of the proposed work.
    5. Location and graphic representation of proposed excavations and fills, off-site storage of soil and other earth material, and on-site disposal.
    6. Location of proposed final surface runoff and erosion and sediment control measures.
    7. Location of any buildings or structures on land adjacent owners which are within 15 feet of the property or which may be affected by the proposed grading operations.
    8. Curb cuts, driveways, access roads, parking and sidewalks.
    9. Existing and proposed utilities including sanitary sewers and water supply.
    10. Any delineated wetlands and transition areas.
    11. 100-year flood plain limit within the subjected property.
    12. Additional information if required.
  - 2 Copies of aerial photos for subjected property.
  - Notifications and certifications (if required). Any alteration below the ordinary high water level must first be authorized by the Minnesota DNR.
- DNR    Soil and Water Conservation    MPCA    Other