**RV Permit No**.\_\_\_\_/\_\_\_\_ (Office use only)

**Windemere Township**

**2024 Application for Recreational Vehicle**

**Zoning Permit**

**Instructions**

1. Complete this application in full prior to submission. A completed application will include the items listed below. Please mark each line to verify completion and attach all required documents and payment.

\_\_\_\_\_ A site plan or survey document, as indicated in Attachment A.

\_\_\_\_\_ A copy of a septic permit issued by Pine County or a valid septic compliance inspection report, as indicated in Attachment B.

\_\_\_\_\_ Payment by cash or check of $100

1. Place stakes on property marking the perimeter of recreational vehicle (RV).
2. Contact the zoning administrator to schedule a site inspection prior to beginning any work or placement of the RV.
3. The application approval process will not begin until the application is considered complete. Work cannot commence until the permit is issued unless authorized in writing by the zoning administrator.
4. For frequently asked questions, please see Attachment C.
5. Failure to obtain a permit prior to commencing work may result in fines, work delays, and/or possible legal action to address any non-permitted work.
6. Checks must be made out to Windemere Township.
7. Completed permits can be mailed to Scott Beckman, 38307 Sunset Bay Road, Sturgeon Lake, Minnesota, 55783, or emailed to him at [zoning@windemeretownship.com](mailto:zoning@windemeretownship.com).

**General Information**

**Date** \_\_\_/\_\_\_/\_\_\_ **Parcel Number: 33. \_\_ \_\_ \_\_ \_\_ . \_\_ \_\_ \_\_**

**Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: (\_\_\_\_\_)-\_\_\_\_\_- \_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RV Year & Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RV Model Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Installer (if not owner): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Zoning District (circle one if known; refer to map in zoning ordinance or FAQ’s for additional information):**

R2 R3 A1 C1 F1 F2 S1

**Lot Dimensions:**

Width:\_\_\_\_\_\_\_\_ft. Depth:\_\_\_\_\_\_\_\_ft.

Total Area:\_\_\_\_\_\_\_\_\_\_sq. ft. or Acres (circle appropriate one)

**Type and size of structure(s) that are not factory issued that are desired to be installed with the RV:**

Deck \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steps \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lean-to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other/Addition (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Distance of proposed RV setbacks in feet from each of the following:**

Road right-of-way: \_\_\_\_\_\_\_\_\_\_\_ft. Back property line: \_\_\_\_\_\_\_\_\_\_\_ft.

Left Sideyard: \_\_\_\_\_\_\_\_\_\_\_ft. Right Sideyard: \_\_\_\_\_\_\_\_\_\_\_ft.

Ord. High Wat. \_\_\_\_\_\_\_\_\_\_\_ft. Top of Bluff \_\_\_\_\_\_\_\_\_\_\_ft.

**Final inspection and issuance of Certificates of Compliance:**

Upon completion of the project the applicant must contact the Zoning Administrator for final inspection. Certificates of Compliance will not be issued until such time that the final inspection has occurred and all permit conditions and inspection requirements are satisfied.

**Signature(s) and acknowledgements:**

*The undersigned hereby acknowledge that the information contained in this application and attachments is true and correct to the best of their knowledge. Furthermore, it is understood and agreed that Windemere Township officials, including the zoning administrator, may need to enter upon the subject property during normal business hours and/or designated Zoning Administrator hours per the website, for the purpose of such tests and inspections as may be appropriate for those Township officials to process this permit application. Township officials will make reasonable efforts to coordinate these visits with the applicant(s), but may in certain circumstances need to conduct a property visit without property owner consent.*

***Signed and Dated:***

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

***Signature of Property Owner         Date***

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

***Signature of Property Owner (2nd) Date***

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

***Signature of General Contractor Date***

Septic Compliance responsibilities are contained in Attachment B.

Initial here to acknowledge septic compliance responsibilities will be honored (owner and contractor, if appropriate): \_\_\_\_ \_\_\_\_

**Attachment A: Site Plan Sketch**

**Sketch your site plan below or submit professionally drafted plan or survey document. Please note that structure blueprints are not required.**

**Site plans must include the following as measured in feet:**

1. Dimensions of the parcel
2. The proposed structure(s)
3. All existing structures
4. Distance of proposed structure(s) to the following:
5. Property lines
6. Road right-of-way
7. Existing structures
8. Sewage treatment system(s), existing and proposed
9. Water supply system
10. Lakes, rivers, streams, or any wetlands
11. Location of water supply and sewage treatment systems within 150’ of the subject parcel.
12. Location of any public or private easements including drainage, utility, road or access.

**Site Plan to Scale**

**N**

**Attachment B: Septic Compliance Worksheet**

One of the more critical purposes of the Windemere Township Ordinance is to protect the environment by ensuring that development of the land does not negatively impact water quality. One of the more impactful ways this is accomplished is to work with property owners to ensure that their septic systems are properly functioning. Therefore, verifying that septic systems are not failing and are otherwise compliant with state and local regulations is of paramount importance. Township officials are willing to work with both the property owners and Pine County to ensure all systems are and remain compliant.

**Septic Compliance (please attach any supporting documents):**

If connected to a municipal system, initial here \_\_\_\_\_\_. No further information is needed and you may skip the remaining questions on page.

If a private septic system, please answer the following questions:

If installed within the past 5 years, date of installation: \_\_\_/\_\_\_/\_\_\_\_\_. Please provide proof of installation that includes the date of installation. This can be in the form of a receipt from the installer or a permit from Pine County.

If inspected and found compliant within the past 3 years, date of inspection: \_\_\_/\_\_\_/\_\_\_\_\_. Please provide a copy of the inspection report, that includes the date it was completed.

If none of the above apply, you will need to have your septic system inspected by a licensed inspector and provide a copy of the completed inspection. A permit may be issued prior to inspection, but written proof of a scheduled inspection must be provided. If the system does not pass inspection, the permitted work can still proceed, but the property owner will need to provide proof of a plan for repair or remediation of the system.

***Signed and Dated:***

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

***Signature of Property Owner         Date***

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

***Signature of General Contractor Date***