

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
2. Place stakes on property marking the perimeter of recreational vehicle (RV).
3. Contact the zoning administrator to schedule a site inspection prior to beginning any work or placement of the RV.
4. 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.
5. For frequently asked questions, please see Attachment C.
6. 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.
7. Checks must be made out to Windemere Township.
8. Completed permits can be mailed to Scott Beckman, 38307 Sunset Bay Road, Sturgeon Lake, Minnesota, 55783, or emailed to him at 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): _____

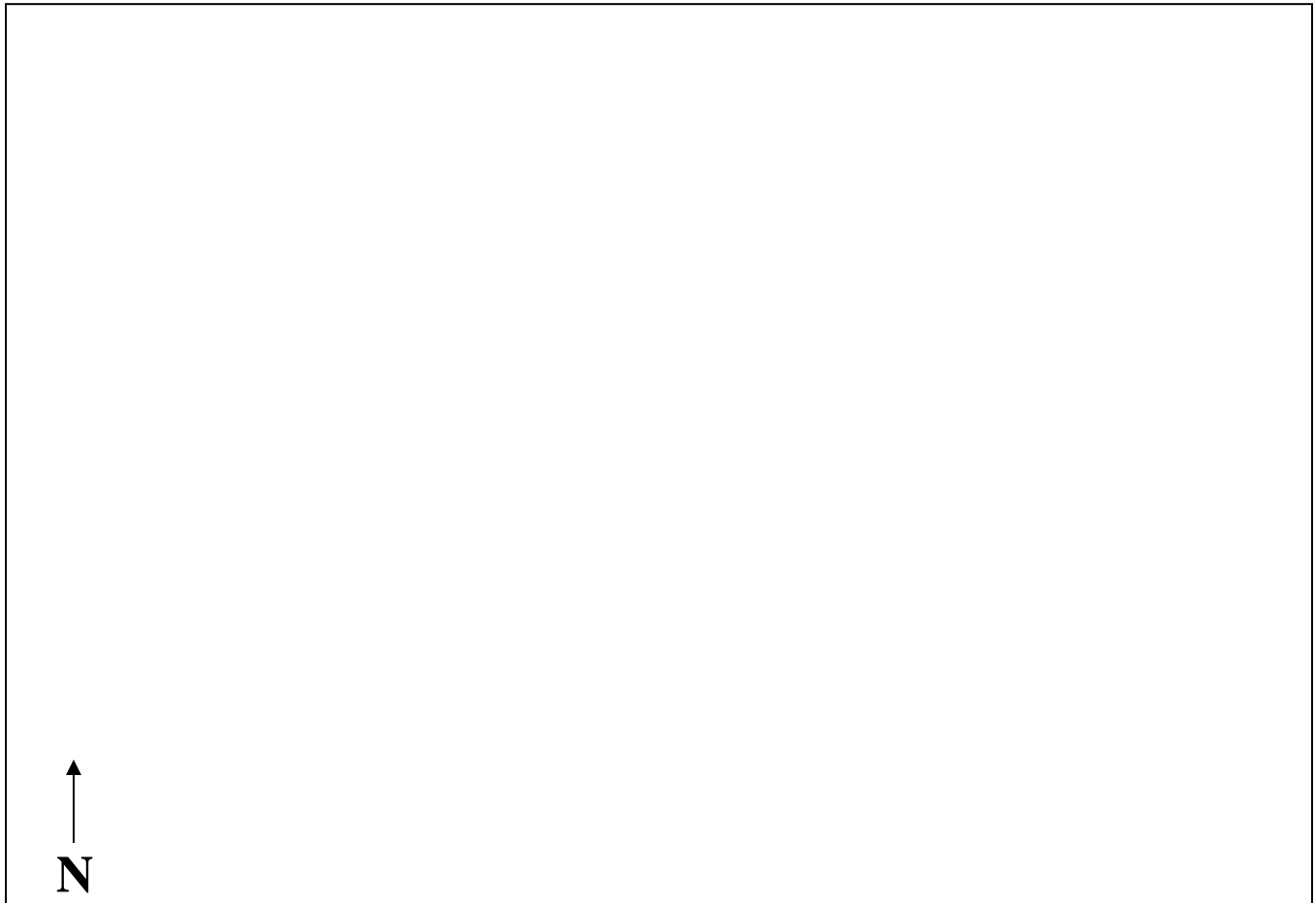
Attachment A: Site Plan Sketch

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:
 - A. Property lines
 - B. Road right-of-way
 - C. Existing structures
 - D. Sewage treatment system(s), existing and proposed
 - E. Water supply system
 - F. Lakes, rivers, streams, or any wetlands
5. Location of water supply and sewage treatment systems within 150' of the subject parcel.
6. Location of any public or private easements including drainage, utility, road or access.

Site Plan to Scale



A large empty rectangular box for drawing the site plan to scale. In the bottom-left corner of the box, there is a north arrow pointing upwards, with the letter 'N' below it.

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