

Permit No.____/____ (Office use only)

Windemere Township 2024 Application for 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 per the fee schedule in Attachment C.
2. Place stakes on property marking the perimeter of proposed structure(s).
3. Contact the zoning administrator to schedule a site inspection prior to beginning any work.
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 D.
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 Dennis Genereau, Jr., 91034 Island Loop, Sturgeon Lake, Minnesota, 55783.

General Information

Date ___/___/___

Parcel Number: 33. _____ . _____

Name(s): _____

Phone Number: (____)-____-_____

Email Address: _____

Mailing Address: _____

Physical Address: _____

General Contractor (if known): _____

General Contractor Phone Number: (____)-____-____

Other Contractor(s): _____

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 of structure(s) (include the rough dimensions by length x width x height):

Dwelling _____	Dwelling Addition _____
Garage _____	Storage Shed _____
Deck _____	Boathouse _____
Pole Barn _____	Lean-to _____
RV/Camper _____	Comm. Bldg. _____
Shore Rest. _____	Grade & Fill _____
Other/Addition (please describe) _____	

Distance of proposed structure 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 C.
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



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 on or after 1/1/19, 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 approved on or after 1/1/21, 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

Attachment C: Fee Schedule

Windemere Township Zoning Ordinance Fees

General structure fees:

1. Dwellings, dwelling additions, manufactured homes, mobile homes: \$100 minimum for up to 1000 sq. ft., then 10 cents per square foot after that for each additional square foot of living space based on exterior wall dimensions.
2. Garages and garage additions under 1200 sq. ft.: \$75.
3. Garages and garage additions 1200 sq. ft. or more: \$100.
4. Pole barns: \$100.
5. Decks, porches, stairs, fences, residential storage sheds, lean-tos and similar structures: \$65.
6. Commercial buildings: \$250 for up to 2500 sq. ft., then 10 cents per square foot after that for each additional square foot of space based on exterior wall dimensions.
7. Shoreline Restoration and grading and filling: \$55.

Service fees:

1. Late applications (applications submitted after work has begun without prior zoning administrator authorization): triple the regular fee.
2. Variance application: \$500. An additional fee of \$275 will be charged if the property owner(s) are not willing or able to provide the information necessary for the planning commission or board of adjustment to make a decision at the meeting. This fee will not be applied if the property owner provides sufficient notice of a need to a continuance such that the meeting can be cancelled without expense.
3. Conditional use application: \$275. An additional fee of \$275 will be charged if the property owner(s) are not willing or able to provide the information necessary for the planning commission or board of adjustment to make a decision at the meeting. This fee will not be applied if the property owner provides sufficient notice of a need to a continuance such that the meeting can be cancelled without expense.
4. Permit renewal: \$25. If at the time of a renewal significant changes, as determined by the zoning administrator, are being proposed, a new permit application may be required and the requisite fee will be applied.

Attachment D: Frequently Asked Questions (FAQ's)

Who is the Zoning Administrator and how and when can I contact him?

The Windemere Township Zoning Administrator is Dennis Genereau, Jr. He can be reached by phone or email as follows: Phone (call or text): 218-576-7654; Email: Dennis.genereau@windemeretownship.com. Completed permits can be mailed to Dennis at the address 91034 Island Loop, Sturgeon Lake, MN, 55783. The position is part time and does not have regular daytime office hours. However, the position does have dedicated work time on Tuesdays and Thursdays from 6:30 pm to 9:30 pm, and Saturday from 7:00 am to 1:00 pm. Appointments can be made via phone, text, or email. Appointments can be made outside these times depending on availability. The volume of work increases significantly in the spring and throughout the summer, so be sure to begin the permitting process as soon as possible.

Where do I find the Windemere Township Ordinance? The ordinance can be found on the Windemere Township website, www.windemeretownship.com. On the main page, click on the dropdown tab in the upper right corner. On the dropdown click on Zoning, then click on “2024 Windemere Township Zoning Info”. The live link [Zoning Ordinance](#) can be found halfway down the page. Click on the live link to open up the ordinance, which is a 135-page document.

When do I need a zoning permit? Generally speaking, if you are doing any new construction, shoreline restoration, or grading and filling, but there are some exceptions, which are outlined in the ordinance. Always assume that you need a permit until directed otherwise by the Zoning Administrator or through verification in the ordinance.

How long is my permit good for? As a general rule, the ordinance requires that substantial completion of work be accomplished within 12 months of the issuance of the permit. What defines substantial completion is determined by the zoning administrator, but as a general rule, it is accomplished when at least 90% of the work is complete. The Zoning department is willing, if appropriate, to extend the permit for three months at no cost if it appears substantial completion will be achieved with the extension. If substantial completion is not possible, then the permit can be renewed one time for a fee of \$25, unless there are substantial changes to the project. Generally speaking, full completion must be accomplished within three years. Some permit types, such as grade and fills and shoreline

restorations, may have shorter overall periods to accomplish both substantial and full completion.

What is my zoning district and why does it matter? The Zoning districts in Windemere Township are: Residential (R2), High Density Residential (R3), Commercial (C1), Agricultural (A1), Forest Management (F1) Special Protection (F2), and Shoreland (S1). It is important to identify your property's designation as the zoning rules are somewhat different for each district. The colored map on page 6 of the ordinance provides a rough outline of the district boundaries. In the instance where the district designation is unclear, the zoning administrator may be able to provide direction; however, in some cases a survey may be required.

What are my structure setbacks? Structure setbacks are the distance, as measured from the outermost point of the structure (usually the eaves) to the property line or other designated point, such as the ordinary high-water mark or road right of way. It is important to understand that knowing precisely where property line or other designated point is not always necessary, but can be in certain situations, especially in close quarters and where roads, shorelines, and bluffs are concerned. If any questions arise regarding the location of one of these landmarks, it may become necessary to have a survey completed. Setback distances vary by district, and can be found in the Zoning District Requirements section of the ordinance between pages 26 and 55.

What does it mean to be “grandfathered” with respect to structures on my property? Many existing structures would not be permitted (due to being non-conforming) under today's zoning requirements. While “grandfathered” is not an official or legal term, it is commonly used to refer to situations where a non-conforming structure can be maintained and possibly improved upon if the proper steps are taken. If you plan to improve upon a non-conforming structure, or if you are not sure whether a structure is non-conforming, you must seek clarification from the zoning administrator. Failure to do so may put you at risk of losing the opportunity to keep or improve upon the non-conforming structure.

When do I need a septic system inspection or permit? A zoning permit cannot be issued in Windemere Township without septic compliance inspection, or proof that the system is less than 5 years old or has passed inspection within the past 3 years. When property is being sold or transferred, a point-of-sale compliance inspection must be completed. When constructing a new onsite septic system, a permit must be obtained from Pine County prior to construction of septic system and/or new dwelling.