**Windemere Township**

**Application for Building Site Permit**

Permit No.\_\_\_\_/\_\_\_\_ Date\_\_\_/\_\_\_/\_\_\_\_

**Directions:**

1. Submit completed application, lot survey with site plan, onsite septic system permit or valid compliance inspection report and permit fee.
2. Place stakes on property marking the perimeter of proposed structure(s).
3. Zoning Compliance official will inspect property for compliance and issue permit.
4. Contact Zoning office when construction is completed. Permit is legal after final inspection.

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parcel Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Zoning District (circle one):**

R2 R3 A F1 F2 S1

**Lot Dimensions:**

Width:\_\_\_\_\_\_\_\_\_ Depth:\_\_\_\_\_\_\_\_\_ Area:\_\_\_\_\_\_\_\_\_\_

**Type of structure and dimensions (length x width x height):**

Dwelling\_\_\_\_\_\_\_\_\_\_\_\_ Storage structure\_\_\_\_\_\_\_\_\_\_\_\_\_ Garage\_\_\_\_\_\_\_\_\_\_\_\_\_

Deck\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RV\_\_\_\_\_\_\_\_\_\_\_\_\_ Addition\_\_\_\_\_\_\_\_\_\_\_\_

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed structure setbacks:**

Ordinary high water level (OHWL):\_\_\_\_\_\_\_\_\_\_\_

Road right-of-way:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sideyards:\_\_\_\_\_\_\_\_\_\_\_&\_\_\_\_\_\_\_\_\_\_\_\_

Back property line:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Septic Compliance**

Yes\_\_\_\_No\_\_\_\_N/A(city sewer)\_\_\_\_

**Frequently Asked Questions:**

Do I need a zoning permit? All projects exceeding 150 square ft. require a zoning permit. All projects, regardless of size, must not exceed structural coverage limitations. Any grading and filling work exceeding movement of >10 yards of fill/material in shoreland requires a permit.

What is my structural coverage? Varies, depending on zoning district, septic or sewer, and lake class. Calculated as percentage of lot area. It is the burden of the property owner to provide lot size measurements and/or survey.

Sturgeon, Island, Eleven, Twelve, Passenger, Rush Lake: 10%

Sand Lake (sewer): 20%

Sand Lake (septic): 10%

Natural Environment Lakes: 5%

\*Impervious Coverage cannot exceed 25% on any lot. This includes structures and pavement/pavers.

What are my structure setbacks? A legal survey must be completed if any property line disputes arise.

Sturgeon, Island, Eleven, Twelve, Passenger, Rush Lake, Sand (septic):

Ordinary high water level (OHWL): 100’, Sand (sewer): 75’

Bluff: 30’

Sideyard: Dwelling -15’, Accessory-10’

Road right-of-way: 20’

Can I build closer to the lake? In some cases, you can conform to neighboring property setbacks, provided you aren’t within the shore or bluff impact zone (50% of OHWL setback and/or 20’ from bluff top).

When do I need a septic system inspection or permit? Any Zoning Permit in Windemere Township requires a septic compliance inspection. 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.

**Sketch your Site plan below or submit your site plan as attachment**

*Site plans should include the following (in feet).*

1. Distance of proposed structure from:
2. Lake or stream D. Sewage treatment system (existing & proposed) (septic tank & drainfield)
3. Road right-of-way E. Water supply system (existing & proposed)
4. Property lines G. Existing structures.
5. Location of water supply and sewage treatment systems within 150’ of property.
6. Dimensions of lot.
7. Location of all easements including drainage, utility, road or access.

**Site Plan to Scale** *(see sample site plan on following page)*

**N**

**Upon completion of the project, the applicant must contact the Planning & Zoning Office 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.**

The undersigned acknowledges the above information and hereby permits Windemere Township Officials to enter upon the subject property during normal business hours for the purpose of such tests and inspections as may be appropriate for Township Officials to process this permit application. If this permit application requires additional site visits, a fee of $50 per additional visit will be applied.

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

***Signature of Property Owner                                     Date***