

LAND ALTERATION PERMIT

WHAT IS A LAND ALTERATION PERMIT? A land alteration permit is a permit to move or excavate dirt, gravel, sand, etc, on property, which is not incidental to an *approved* building permit or a septic system permit. Retaining walls within the shore impact zone require a conditional use permit.

WHAT INFORMATION IS NEEDED FOR A LAND ALTERATION PERMIT? A completed land alteration permit with a detailed site plan and current picture of shoreline is needed for a land alteration permit. The detailed site plan must show water drainage, erosion control measures, area to be disturbed and amount of fill to be placed in the project, distance from the Ordinary High Water Mark (OHW), property lines and road. The site plan must also show locations of all structures, wells and septic systems, with all dimensions and distances. Remember to include a current picture of the shoreline with the application.

If the project is to be done in the shore impact zone, a site plan of the lot with the work to be done must be submitted by a landscape architect or a professional engineer, meeting the requirements of Chapter 6, Sections 7 and 8 and Chapter 8, Section 3 of the Becker County Zoning Ordinance.

PERMIT PROCESS

Once the application has been submitted to the Zoning Office, an inspector will visit the property to the proposed project. If the plan is complete and is in compliance with the Ordinance, the permit will be issued. Please allow a minimum of 10 – 14 days for the review. You will be contacted once the permit has been approved. Work that begins prior to the approval and issuance of the permit will result in a fine.

RETAINING WALLS

PLEASE NOTE: If you are seeking a permit to construct a **retaining wall** in the shore impact zone or a bluff impact zone, a Conditional Use Permit is required and the following stipulations must be met: (1) The retaining wall is designed to correct an existing erosion hazard; (2) No other alternative is feasible; (3) The retaining wall is designed by a registered professional engineer or landscape architect; (4) The dimensions of the retaining wall are the minimum necessary to control the erosion.

WHAT IS A CONDITIONAL USE? A conditional use is a land use or development use that would not be generally appropriate but may be allowed with appropriate controls upon a finding that certain conditions are detailed in the County Zoning Ordinance. The information required for the land alteration and architect's or engineer's design must be submitted with an application form for the public hearing.

PERMIT FEES

SHORELAND DISTRICT

Within the shore impact zone (Includes Rip-Rap and Sand Blankets)	\$100.00
Outside shore impact zone	\$ 50.00

NON-SHORELAND DISTRICT

50-100 cubic yards	\$ 75.00
Over 100 cubic yards	\$100.00

Cormorant Township Surcharge	\$25.00
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To complete this application, a detailed site plan must be attached.
 The site plan must include the following information:

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1. Size of the property, showing the location of the lot lines;
2. Area that the work is to be done (width and length of project);
3. Final slopes of project;
4. Drainage plan showing direction of drainage and how the drainage will be contained;
5. Distance the project will be from lake; river; stream; property lines; wetlands and structures.

I hereby certify with my signature that all data contained herein as well as all supporting data are true and correct to the best of my knowledge. I also understand that, once issued, the permit will be valid for a period of six (6) months. I also understand that bare ground shall be covered temporarily with mulches or similar materials and permanent vegetation cover shall be established as soon as excavation is completed. I also understand that I am responsible for securing any other local, state, or federal permits that may be required, including but not limited to watershed districts, MN Department of Natural Resources, Soil and Water Conservation, MN Pollution Control Agency or US Army Corps of Engineers.

Signature Date

Additional notes: _____

Application Fee:	Cormorant Surcharge	Fines	Total
Fees			
_____	+	_____	+

Application is hereby GRANTED in accordance with the application and supporting information by order of:
 _____ as of this date _____

Application is hereby DENIED based on the fact that _____

by order of: _____ as of this date _____

Receipt Number _____ **Date Paid** _____

Additional Receipt Number _____ **Date of Additional Receipt** _____

Date of Final Inspection: _____

SKETCH OF PROPERTY

1. Please list all impervious coverage on your property and include dimensions.
2. Show roadways adjacent to property - **Include driveway location.**
3. If you have a STANDARD size lot and will be exceeding 15% impervious coverage, include a copy of your stormwater management plan.
4. LAKESHORE PROPERTY OWNERS: Property lines/road right of ways and proposed land alteration area **must be well marked/staked** or application will be **DENIED.**
Date project will be marked/staked: _____

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COUNTY OF BECKER

Planning and Zoning

915 Lake Ave, Detroit Lakes, MN 56501
Phone: 218-846-7314 ~ Fax: 218-846-7266

Authorized Agent Form

1. Form must be legible and completed in ink.
2. Check appropriate box(es). Write any specific restrictions on the checked item in the space provided (e.g. "garage site permit" or "valid only on permit applications submitted between 06/01/20XX and 08/01/20XX"). If you want your agent to represent you on a conditional use or variance application and also be authorized to obtain the related permit(s), be sure to check and complete the "permit application" item as well. If an item's box is checked and the accompanying space is left blank, the authorization granted on that item is valid for a period of one year from the date of signature on this form until Becker County Planning and Zoning receives signed, written notification from the property owner(s) stating otherwise or the property's ownership changes.

I (we), _____ hereby authorize _____ to act
(landowner-print name) (agent-print name)
as my (our) agent on the following item(s): appropriate box(es)

- permit application (write in permit "type" – e.g. site, septic, etc.): _____
- plat application: _____
- conditional use application: _____
- variance application: _____
- other: _____

on my (our) property located at:
Tax Parcel Number(s): _____ Physical Site Address: _____

Legal Description: _____

Section: _____ Township: _____ Range: _____ Lot: _____ Block: _____ Plat Name: _____

Agent Contact Information

Agent address: _____
Street City State Zip Code
Agent phone #(s): _____ Agent fax #: _____
Agent email address: _____

Property Owner(s) Signature(s) Date
State of Minnesota
County of Becker

On this _____ day of _____ before me personally appeared _____ to me
known to be the person(s) described in and who executed the foregoing instrument; and acknowledged that
_____ executed the same as _____ free act and deed.

(Notary Stamp) _____
Notary Public

Office Use Only:
Date received: _____ **Expiration Date:** _____