**LAND USE PERMIT APPLICANT:**

This document is intended to aid you in preparing a land use permit application for work you are proposing to do on your property located in Sugar Bush Township in Beltrami County, Minnesota. For the Sugar Bush Township Zoning staff to provide excellent customer service to you, the land use permit applicant, we need your cooperation. To process your land use permit application, you need to complete the following steps:

1. **PROVIDE COPIES OF THE FOLLOWING:**
2. **COPY OF THE DEED OR PURCHASE AGREEMENT.** You may purchase a copy of the deed from Beltrami County Recorder’s Office located in the Administration Building, 701 Minnesota Avenue NW, Bemidji, MN 56601.
3. **RECORDED PLAT AND/OR CERTIFICATE OF SURVEY BY A REGISTERED LAND SURVEYOR.**
4. **TAX PARCEL ID NUMBER**. The parcel ID number in on your tax statement.
5. **REVIEW OF YOUR ON-SITE SEWER SYSTEM WHICH NEEDS TO BE IN COMPLIANCE WITH THE MINNESOTA POLLUTION CONTROL AGENCY ON-SITE SEWAGE TREATMENT SYSTEMS 7080:** The applicant must include a signed Stipulation Agreement Form/Current Compliance Certificate with the Land Use Application. Please contact the Beltrami County Environmental Services Office, Beltrami County Administration Building, 701 Minnesota Avenue NW, Bemidji, MN 56601. (218-333-4158), for information pertaining to the compliance of your septic system. We expect that you, a resident of Sugar Bush Township, Beltrami County, MN has an interest in protecting our precious surface and ground waters for our future generations.
6. **COPY OF SKETCH OF YOUR LOT TO SCALE:** The following must be included in your ketch or it will be returned for completion:
7. Name, date, and legal description including parcel number.
8. Use the entire sketch sheet for a scale drawing:
	1. Working scale (example: ¼” = 10ft.) with scale indicated on sketch.
	2. Exception: If the property lines, roads, wells, shoreline, or structures are greater than 600ft. from the area under construction, place a direction arrow with the distance in feet stated. The remainder of the sketch must be to scale.
9. Show the dimensions and configuration of the affected property.
10. Show the location of all existing buildings, wells, septic systems, and the proposed project.
11. Include all setbacks from side yards, rear yard and front yard lines on new and existing buildings, wells, and septic systems.
12. Show the distance from the lake or river and the ordinary high-water mark.
13. Show the size of the lot, new and existing buildings, and the road right-of-way.

(Label the square footage of all)

1. Display the method of erosion control during and after the excavation and until re-vegetation has occurred.
2. **THE BUILDING SITE MUST BE STAKED DISPLAYING ALL LOT CORNERS OF THE PROPERTY AND THE PROPOSED WORK AREA.**
3. **SUBMIT ALL THE PROPER FORMS:**
4. When submitting the forms, please include the directions to your property site so an on-site inspection can be done prior to the board meeting.
5. Forms should be submitted to:

JIM BARUTH

SUGAR BUSH PLANNING AND ZONING ADMINISTRATOR

1757 CADBURY LN SE

CASS LAKE, MN 56633 (218) 335-0172

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:**

1. Jim Baruth (info above)
2. Kara Carsella, Sugar Bush Township Clerk/Treasurer

22338 Rogholt Road NE

Cass Lake, MN 56633

(218) 987-2769 (home phone)

Email: sugarbushclerk@gmail.com

(p. 2 SUGAR BUSH Land Use Application Instructions)

 **SUGAR BUSH TOWNSHIP** Office Use:

 22338 Rogholt Road NE Permit #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cass Lake, MN 56633 Date Issued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (218) 987-2769

**APPLICATION FOR LAND USE PERMIT**

PLEASE PRINT and complete this application carefully and completely according to the instructions. It is the responsibility of the applicant to provide accurate data and all required documentation with this form. Incomplete or inaccurate data and failure to fill in all of the required information may result in a delay or disapproval of your application. A fee of $\_\_\_\_\_\_\_\_\_\_\_\_\_ made payable to **Sugar Bush Township** must accompany this application. This nonrefundable fee does not guarantee approval. **There is a penalty if excavation/work is started before approval of this application.**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 State\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPERTY DATA**

Site Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Access Road: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fire #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parcel ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Description (from Deed, Abstract or Tax Statement): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Property Dimensions: Width \_\_\_\_\_\_\_\_\_ ft Depth\_\_\_\_\_\_\_\_\_ ft Total area\_\_\_\_\_\_\_\_\_\_\_ sq ft/acres

Is your property within 1,000 feet of lake shore or river? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Lake or River: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have there been any variances granted on this property? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_\_ Do not Know.

List ALL existing structures and their dimensions (to scale diagram is required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Total sq. footage of all existing buildings present on this property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENVIRONMENTAL DATA**

Does your property contain low areas, wetlands, or areas with standing water for more than two weeks between May 1st and September 15th? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, do you intend to drain, fill, or otherwise alter this area for any reason? \_\_\_\_\_ No \_\_\_\_\_ Yes (explain)

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

Well Data: Depth \_\_\_\_\_\_\_\_ ft. Depth of casing \_\_\_\_\_\_\_\_ ft. Size of casing \_\_\_\_\_\_\_\_ in.

Septic Data: Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year installed \_\_\_\_\_\_\_\_ Permit # (if available) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: A Certificate of septic compliance MUST accompany this Land Use Permit Application. It may be necessary to upgrade or even replace the entire septic system based on the findings of the septic compliance inspection.

**SUGAR BUSH TOWNSHIP APPLICATION FOR LAND USE PERMIT (cont’d) Page 2**

 **WETLAND CONSERVATION ACT COMPLIANCE**

Please answer the following questions:

1. Did you apply and receive a Wetland permit? \_\_\_\_\_\_\_\_\_\_\_Yes\_\_\_\_\_\_\_\_\_\_No
2. With your construction project are you bringing fill dirt in? \_\_\_\_\_\_Yes \_\_\_\_No
3. Are you filling any area that has standing water, cattails, or tag alders? \_\_\_\_\_Yes \_\_\_\_No

It is your responsibility to be in full compliance with the Minnesota Conservation Act requirements. With your signature, you are attesting that you are fully informed about this requirement.

Permit applicant’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STRUCTURAL/CONSTRUCTION DATA**

Structure Dimensions: Width\_\_\_\_ft; Length\_\_\_\_\_ft.; Height\_\_\_\_\_ft. (to roof peak) (including eaves)

Structural Setbacks: Road Right of Way \_\_\_\_\_ft.; Rear yard \_\_\_\_\_\_ft.

Side Yard Near \_\_\_\_ft.; Side Yard Far \_\_\_\_\_\_ft.

OHWL\_\_\_\_\_\_ Distance to other buildings \_\_\_\_\_\_

Proposed total new sq. footage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_sq. ft. \*

Estimated total cost of new construction $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be any commercial use of this property after construction? \_\_\_\_\_Yes \_\_\_\_No

**\*Submit a complete to scale diagram of your property with this application showing all buildings.**

**(proposed and Existing), setbacks, wells, septic, and accesses.**

Proposed structure/use: New single-family residence \_\_\_\_\_\_\_\_ Building alteration \_\_\_\_\_\_\_\_

 Garage \_\_\_\_\_\_\_\_\_ Accessory building \_\_\_\_\_\_\_\_

 Multi family dwelling \_\_\_\_\_\_\_\_\_ Commercial building \_\_\_\_\_\_\_\_

 Home Occupation (explain) \_\_\_\_\_\_\_\_\_ Other (explain) \_\_\_\_\_\_\_\_

**APPLICANTS MUST SIGN BELOW**

I, the undersigned, hereby make application for work described and located as shown herein. I hereby certify that I am the owner or authorized agent of the owner of the above-described property and that all uses will conform to the provisions of the Sugar Bush Township Ordinances. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Sugar Bush Township staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.  **This permit is good for one (1) year from issued date.**

APPLICANT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RETRURN THIS APPLICATION TO:

Jim Baruth, Sugar Bush Township Planning & Zoning Administrator

1757 Cadbury Ln SE

Cass Lake, MN 56633

Phone (218) 335-0172

**SUGAR BUSH TOWNSHIP IMPERVIOUS SURFACE CALCULATION WORKSHEET**

 **SQUARE FOOTAGE**

1. **Home with attached garage (include overhang)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Home without attached garage (include overhang) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Garage (detached – including overhang) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Pole Building/Storage building (including overhang) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **All driveways (paved = 100%, unpaved = 100%) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **Parking areas (paved = 100%, unpaved = 100%)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
7. **All deck surfaces** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
8. **All patio surfaces** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
9. **All sidewalk areas** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
10. **All stoops/entryways (including overhang)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
11. **Small utility shed (including overhang)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
12. **Water oriented structures (including overhang)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
13. **Firewood storage structure (including overhang)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
14. **Stairways and landings including to lake** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
15. **Swimming pool, decking and equipment storage shed or room** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
16. **Docks and lifts (not to exceed 1,000 sq. feet total)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL SQUARE FOOTAGE** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL SQUARE FOOTAGE OF PROPERTY** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**25% ALLOWABLE IMPERVIOUS SURFACE**

**SQ. FT** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUILDABLE** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTICE**

**Please answer the following questions:**

1. **Did you apply and receive a Wetland Permit?**

**Yes \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_**

1. **With your construction project, are you bringing fill dirt in?**

**Yes \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_**

1. **Are you filling any area that has standing water, cattails, or tag alders?**

**Yes \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_**

**It is still your responsibility to be in full compliance with the Minnesota Wetland Conservation Act requirements.**

**With your signature, you are attesting that you have been duly informed about this requirement.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Permit Applicant Signature Date**

**SUGAR BUSH TOWNSHIP FEES**

A copy of the Sugar Bush Township Land Use Ordinances may be obtained from the Sugar Bush Clerk for $10.00 for the Sugar Bush residents and $20.00 for nonresidents. You may download a copy from the Sugar Bush website at: [www.sugarbushtwp.us](http://www.sugarbushtwp.us).

**TYPE OF PERMIT SUGAR BUSH TOWNSHIP FEE**

Land Use Permit-Residential \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* $150 plus $3 per $1,000 of construction costs.

 (LUP) Structure 144 sq. ft. or smaller: $50 fee.

Land Use Permit-Commercial\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* $150 plus $3 per $1,000 of construction costs.

 Also required Conditional Use Permit (CUP)

Conditional Use Permit\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* INDIVIDUAL: $600 plus cost of Land Use Permit.

 (CUP) INDIVIDUAL OR DEVELOPER OF MORE THAN TWO LOTS

$800 plus $50 per lot, plus cost of Land Use Permit

Decks\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* $50 any size

Portable or Canvas Structure\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Requires no cement foundation and does not

exceed 240 sq. ft. will require a (LUP), but no fee will be charged.

Shoreland Alteration Permit\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* $150

Interim Use Permit\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* $500

Land Use Permit Extension\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* $100 for six-month extension

Violations: After-the fact Fees\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Triple the permit fee.

Variance\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* INDIVIDUAL: $600 plus $50 per lot plus cost of (LUP) DEVELOPER of more than two lots: $800

 Plus $50 per lot, plus cost of (LUP)

Amendment to the Ordinance\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*$2,500 per contiguous parcel under one ownership

Pre-application concept meeting\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*$250

Plat Review\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*$400 plus $50 per lot

Lot Division \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*$100

Special Meeting/Appeal Meeting\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*$500 individual, $1,000 developer

Rezoning Meeting\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*$2,500 per contiguous parcel under one ownership

Sign Permit\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*$50 per sign

Septic Permits: Beltrami Co. Environmental Services handles septic permits for Sugar Bush Township.