



COMMERCIAL & INDUSTRIAL PERMIT APPLICATION

Planning and Zoning Department
37028 Co Rd 66, Crosslake, MN 56442
218.692.2689 (phone) 218.692.2687 (fax)
Email - crosslakepz@crosslake.net

1. Land use permits and Individual Sewage Treatment System Permits are valid for two (2) years unless the Sewage Permit is to upgrade your system, which is then valid for ten (10) months.
2. All corners of the proposed structure(s) need to be staked with visible flags, ribbon, or lathes prior to onsite inspection by the City of Crosslake.
3. It shall be a violation of the City of Crosslake Land Use Ordinance to commence construction before the permit application is approved by the City of Crosslake Planning and Zoning department.
4. The applicant or authorized agent may make application for a land use permit agreeing to do such work in accordance with all the City of Crosslake Ordinances. The applicant or authorized agent agrees that the application, site plan, and other attachments submitted herewith and which are approved by the City of Crosslake are true and accurate. The applicant or authorized agent agrees that, in making application for a land use permit, the property owner grants permission to the City of Crosslake, at reasonable times, to enter the property to determine compliance of the application with applicable local, county, or state ordinances or statutes. It is the applicant's sole responsibility to contact other local, county or state agencies to ensure the applicant has complied with all relevant local, county or state ordinances or statutes. All construction associated with an approved permit shall be compliant with Minnesota Statutes 326B.121 – State Building Code; Application and Enforcement.
5. Please submit the following information with the application:
 - Property owner's signature
 - Total square footage of proposed structure(s)
 - Site sketch showing all setbacks
 - Property owner's phone number
 - Height of the structure
 - Impervious Surface & Stormwater worksheet
6. All properties within the Shoreland District with an impervious surface cover percentage over 15% will be required to submit a stormwater management plan pursuant to Article 11; Sec. 26-309 of the Land Use Ordinance.
7. After a complete application is submitted, an on-site inspection is conducted and the application is reviewed, a permit may be issued describing the proposed construction that may take place on the property.
8. The septic installer shall notify Crow Wing County Environmental Services a minimum of twenty-four (24) hours before the covering of any portion of the septic installation. Changes from the approved septic design will require approval by the county prior to construction.

I have read and fully understand the above information. The information provided in this application is true and correct.

Applicant Signature

Date

When the application and all accompanying plans have been completed, please mail or deliver in person to the City of Crosslake Planning and Zoning Department, 37028 Co Rd 66, Crosslake, MN 56442. The appropriate fee must accompany all applications. Please make the check payable to the City of Crosslake.

COMMERCIAL & INDUSTRIAL PERMIT APPLICATION

Receipt Number: _____

Permit Number: _____

Parcel Code: _____

Property Owner: _____

Site Address: _____

City, State, Zip: _____

Mailing Address: _____

City, State, Zip: _____

Day Time Phone: _____ Cell Phone: _____

Email Address: _____

Date of Birth: _____

Legal Description: _____

Section: _____ Twp: 137 Rge: 27 / 28 Acres: _____

Lake/River: _____

Signature: _____

Authorized Agent: _____

Date: _____

- Commercial Structure
 - New Structure
 - Addition/Accessory Structure

Dimensions: _____

Other _____

Fee \$ _____

- Septic System
 - Large Flow
 - Small Flow
 - Compliance Inspection

Fee \$ _____

OFFICE USE ONLY

Received by: _____

Date: _____

Lake Classification: __GD__NE__RD

Zoning: _____ Floodplain: _____

Septic: _____

Impervious Coverage: _____

Total Fees: \$ _____

Approved by: _____

Date _____

Comments: _____

Information Required for a Complete Application

- Performance Standards *Sec 26-282* (see attached)
- Site Plan with setbacks and Wetlands identified
- Contractor License Requirements Form
- Screening and Landscape plan
- Lighting plan
- Off street loading and parking
- Sign plan
- Storm water management plan
- Shoreline Rapid Assessment Model _____ Buffer Required
- Waste disposal plan



CONTRACTOR LICENSE REQUIREMENTS

Permit # _____

Property owners and authorized agents applying for “Land Use” and/or “Commercial & Industrial” Permits are required to acknowledge the following stating that as a homeowner/business owner they are aware of the requirements in Minnesota State Statute 326B.85 and are exempt from the requirements thereof:

- I understand that according to Minnesota State Statute 326B.85, the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself and I hereby claim to be exempt from the state licensing requirements because I am not in the business of building on speculation or for resale for the house for which I am applying for this permit.

Property owners and authorized agents:

Signature Owner Authorized Agent Date

Signature Owner Authorized Agent Date

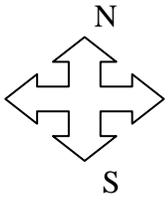
Contractor Authorized Agent:

Company/Contractor Name License #

Signature Contractor Date

Note: This does not apply to applications for septic only “Land Use” Permits and “Shoreland/Land Alteration” Permits.

Name _____ SITE PLAN Parcel Code _____
Date _____ SIGNATURE _____



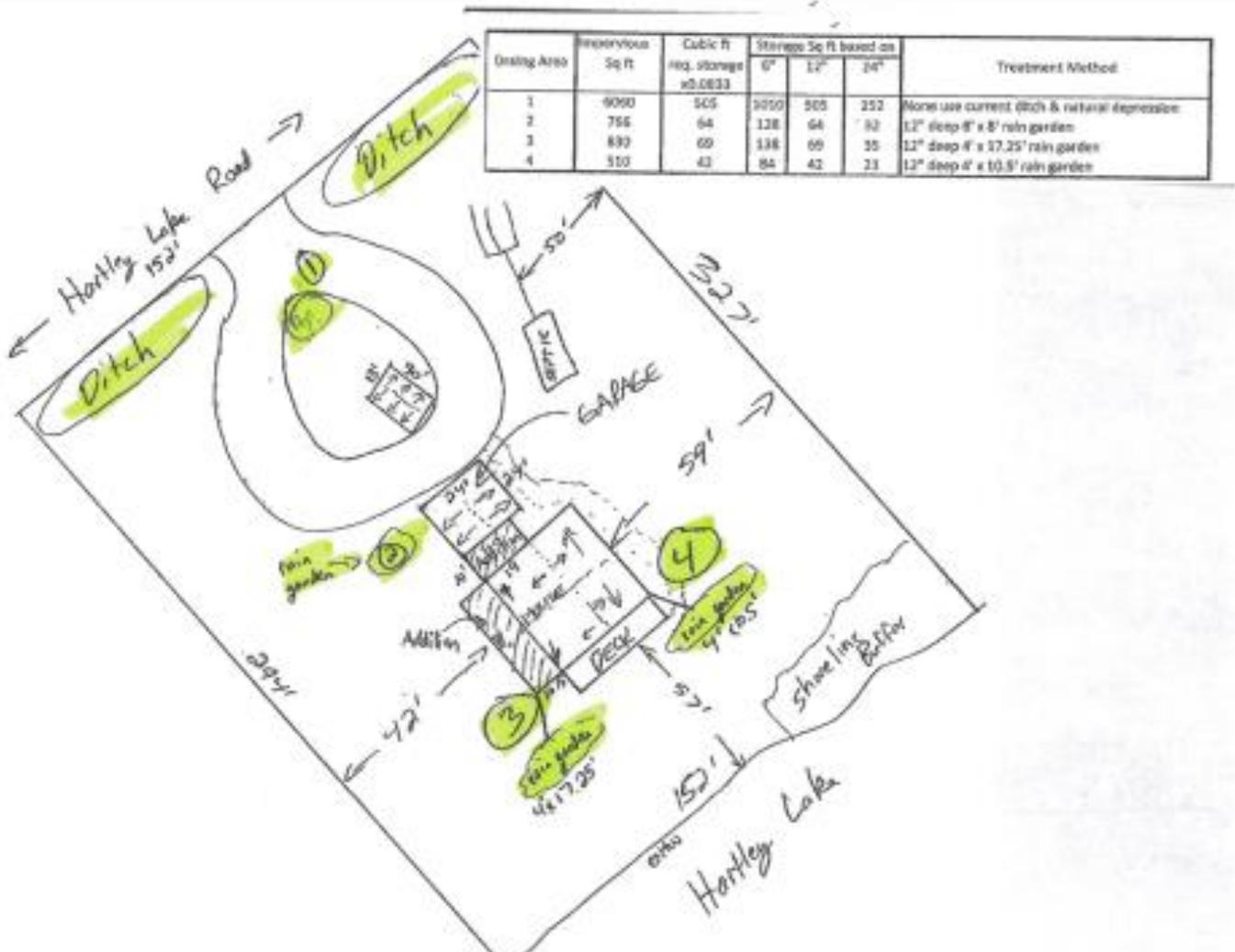
Please see reverse side for sample site plan and list of criteria required on the site plan.

Site Plan

The City of Crosslake Land Use Ordinance requires a site plan with the following information. Your assurance that these items are accurate and complete will aid in a quicker processing of your application. Environmental Services staff will review for the following items:

- North arrow correctly located
- Lot Width –accurate
- Lot Depth – accurate
- Acres or total square feet identified _____
- Lake or river name shown
- Wetlands identified
- Bluffs and steep slopes shown
- Ordinary High Water Mark (OHW) is identified
- Setback from property lines
- Setback from Road Right of Way *and* road name labeled
- Setback from Ordinary High Water Mark (OHW) of lakes and/or rivers
- Location of septic & well(s) showing setback from tank to dwelling or structure connected to
- Driveway and parking identified
- Dimensions of proposed structures including decks, porches, patios
- Dimensions of existing structures including decks, porches, patios
- Adequate ingress/egress shown (easement description if applicable)
- % of impervious surface (total square footage of existing and proposed structures and other impervious surfaces divided by total lot area) _____

EXAMPLE:





COMMERCIAL & INDUSTRIAL PERMIT SUBMISSION REQUIREMENT
CHECK LIST

Applicant: _____ Date: _____

Property Owner(s): _____

Parcel ID: _____

- Site plan
- All setbacks shown including septic
- Delineated wetlands identified and shown with Wetland Delineation Review and Submittal Form
- Landscaping and screening plan according to requirements in Article 28, Sec. 26-737 & Sec. 26-738
- Architectural drawings including appearance according to requirements in Article 29, Section 26-748
- Lighting Plan according to requirements in Article 28, Sec. 26-739
- Off street loading and parking according to requirements in Article 26
- Sign plan according to requirements in Article 33
- Storm water management plan according to requirements in Article 20, Sec. 26-549
- Waste disposal plan

Received by _____ Date _____