



**COMMERCIAL & INDUSTRIAL LAND USE PERMIT  
APPLICATION**

**Planning and Zoning Department  
13888 Dagget Bay Rd, 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) **and property lines** need to be staked with visible flags, ribbon, or lathes prior to onsite inspection by the City of Crosslake. **Staff highly recommends that the owner retain a licensed surveyor to mark these lines. If the owner chooses to mark without a survey, Staff approval will not confirm these lines. In other words, if a subsequent survey confirms that the lines were improperly marked, you may need to move a structure or buy land from your neighbor to correct the encroachment . \_\_\_\_\_ Initials**
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. \_\_\_\_\_ **Initials**
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 with Minnesota Statutes 2015, section 216D.03 to 216D.07 attached. All construction associated with an approved permit shall be compliant with Minnesota Statutes 326B.121 – State Building Code; Application and Enforcement. \_\_\_\_\_ **Initials**
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, 13888 Daggett Bay Rd, Crosslake, MN 56442. The appropriate fee must accompany all applications. Please make the check payable to the City of Crosslake.

COMMERCIAL & INDUSTRIAL LAND USE 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: \_\_\_\_\_

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

American Disability Act (ADA) Form



## 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.



## City of Crosslake Accessibility Certification Form

Parcel Code: \_ \_ \_ \_ \_

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

### Accessibility Certification

This certification is to be signed by a Building Official or Accessibility Specialist licensed by the State of Minnesota.

I certify that the \_\_\_\_\_ at the property location described above is in conformance with the Minnesota State Accessibility Code, Chapter 1341, Chapter 11 of the International Building Code, and ICC/ANSI A117.1.

Certifier's Name: \_\_\_\_\_

License No.: \_\_\_\_\_

Title & Company Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be completed and returned to the:

**City of Crosslake Planning & Zoning Department  
Crosslake City Hall  
13888 Daggett Bay Rd  
Crosslake, MN 56442**

If you have questions regarding the above, please call  
(218) 692-2689 or 2680 or email  
crosslakepz@crosslake.net

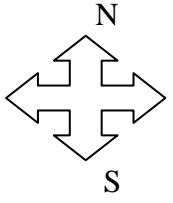
#### OFFICE USE ONLY

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

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 LAND USE 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
- American Disability Act (ADA) Certificate – Applicable when there is public use

Received by \_\_\_\_\_ Date \_\_\_\_\_