



SHORELAND/LAND ALTERATION PERMIT APPLICATION

Planning and Zoning Department

13888 Daggett Bay Rd, Crosslake, MN 56442

218.692.2689 (phone) 218.692.2687 (fax)

Email – crosslakepz@crosslake.net

1. Shoreland/land alteration permits are valid for two (2) years.
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. _____ **Initials**
4. The applicant or authorized agent may make application for a shoreland/land alteration permit agreeing to do such work in accordance with all 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 shoreland/land alteration 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. **Contact the MNDNR for any activity and/or material occurring below the OHW.** 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 signature
 - Site sketch showing all setbacks
 - Property owner phone number
 - 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.

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, 13888 Daggett Bay Rd, Crosslake, MN 56442. The appropriate fee must accompany all applications. Please make the check payable to the City of Crosslake.

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: _____

- Conditions/Notes:**
- Call for On-Site Inspection after flagged
 - Stormwater Management Plan
 - Call for footing inspection before any concrete is poured
 - Call upon completion for inspection
 - Variance or CUP must meet conditions

- Please check items you are applying for:**
- Patio* not exceeding 250 sq ft –SIZ2*
 - Patio* not exceeding 400 sq ft w/SMP* –SIZ2*
 - Residential stairway/walkway/lifts for water access not exceeding 4 feet in width (15' corridor)
 - Commercial stairway/walkway/lifts for water access not exceeding 8 feet in width (15' corridor)
 - Residential landing for stairway to access water not exceeding 32 sq ft
 - Commercial landing for stairway to access water not exceeding 64 sq ft
 - Residential water oriented accessory structure* not exceeding 120 sq ft* (at least 20' from OHWL*)
 - Commercial water oriented accessory structure* not exceeding 250 sq ft* (from at least 20' OHWL* &/or 10' DNR permitted harbor) Meets requirements of Sec 26-317
 - Retaining wall not exceeding 4 ft in height Residential in SIZ1* & SIZ2* only (RLZ* exempt-no permit needed)
 - Boardwalk for lake access over wetland not exceeding 8 ft in width
 - Watercraft access ramp meeting requirements of Sec 26-320
 - Vegetation removal on bluff* and steep slope* for access path* not exceeding 8 ft in width
 - Vegetation removal not on bluff* and steep slope* to access a shoreline recreation use area not exceeding 15 ft in width
 - Removal of woody vegetation within SIZ1* NE lakes only
 - Shoreland recreation use area–30% of total lot width and 25 ft landward from OHWL* (200' maximum)
 - Sand blanket not exceeding 30% of total lot width and 25 ft landward from OHWL* no more than 10 cu yds annually (200' maximum)
 - Upland fill Up to 30 cubic yards – SIZ1* annually
 - Upland fill 10 to 50 cubic yards – SIZ2* annually
 - Upland fill 10 to 100 cubic yards – RLZ* annually
 - Historic ice ridge* – Width _____ (No permit for Annual ice ridge* per Article 21, Sec. 26-575, d)
 - Commercial dirt moving*, Article 21 Sec 26-576 (2)– Cu Yds _____
 - Residential dirt moving*, Article 21 – Cu Yds _____
- *Notates definitions on last page

OFFICE USE ONLY

Received by: _____ Date: _____

Zoning: _____ Septic: _____

Date of: New Design / Upgrade / Compliance

Lake Classification: _____ GD _____ RD _____ NE _____

Floodplain _____ Contractors License Requirements _____

Impervious Coverage: _____ % / _____ %

Existing / Proposed

Shoreland Rapid Assessment Model _____ Buffer Required _____

Approved By: _____ Date: _____

Total Fees: \$250.00

OFFICE USE ONLY

Comments: _____

Landowner / Parcel #: _____

Date: _____

Lot Impervious Surface Coverage & Landscaping for Stormwater Worksheet

Please use the table below to calculate your impervious surface coverage. Impervious coverage is limited to 25% of the total lot area. Calculate out all that apply to your situation. If a structure has odd dimensions or if using to size stormwater basins, multiple rows / sheets may be needed. If total imp. of irregular structure or driveway is known, just multiply by 1.

<u>Existing Structures</u>	<u>Length (ft)</u>		<u>Width (ft)</u>		<u>Total (in sq. feet)</u>	
House, garage, shed Boathouse Greenhouse Other (Dog Kennel, etc.)	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
<i>Driveways* & Landscaping:</i>						
Driveway*, Parking Area, Apron, Boat Ramp, Sidewalk, Patio, Paving Stones, Landscaping (incl. plastic), Other	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
Total Existing Impervious					(sq ft)	
<u>Proposed Structures</u>						
House, garage, shed Boathouse Greenhouse Other (Dog Kennel, etc.)	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
<i>Driveways* & Landscaping:</i> <i>*Assumes a 12' wide driveway unless evidence to the contrary</i>						
Driveway*, Parking Area, Apron, Boat Ramp, Sidewalk, Patio, Paving Stones Landscaping (incl. plastic), Other	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
	(ft)	X	(ft)	=	(sq ft)	
Total Proposed Impervious					(sq ft)	
Total Lot Area (sq. ft.) =				Total existing Impervious	=	(sq ft)
				Total w/new Impervious	=	(sq ft)
				% existing impervious	=	%
				% w/new impervious	=	%

Simple Calculator for Approximating Size of Stormwater Practice & Amount of Phosphorus Reduction:

Total w/ new impervious:			Storage volume:		Bottom size (sq ft) of infiltration area by depth						
			Gal / Cu ft (= gal / 7.48)		3"	6"	9"	12"	15"	18"	
	x	0.623 / 0.083 Gal / Cu ft	=	Gal	Cu ft	cu ft x 4	cu ft x 2	cu ft x 1.33	cu ft x 1	cu ft x 0.8	cu ft x 0.67
Total exst imp	=		x	0.0000366	=	Existing phosphorous loading (lbs/yr)					
Tot w/new imp	=		x	0.0000366	=	Phosphorous reduction w/ stormwater mgmt					
For rain barrels, use this formula to determine size/amount needed:				Roof area (sq ft)	x	0.5625	=	Gallons generated from a 1" rain event			

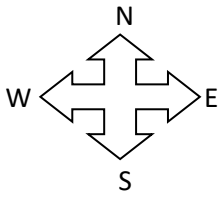
Name _____

SITE PLAN

Parcel Code _____

Date _____

SIGNATURE



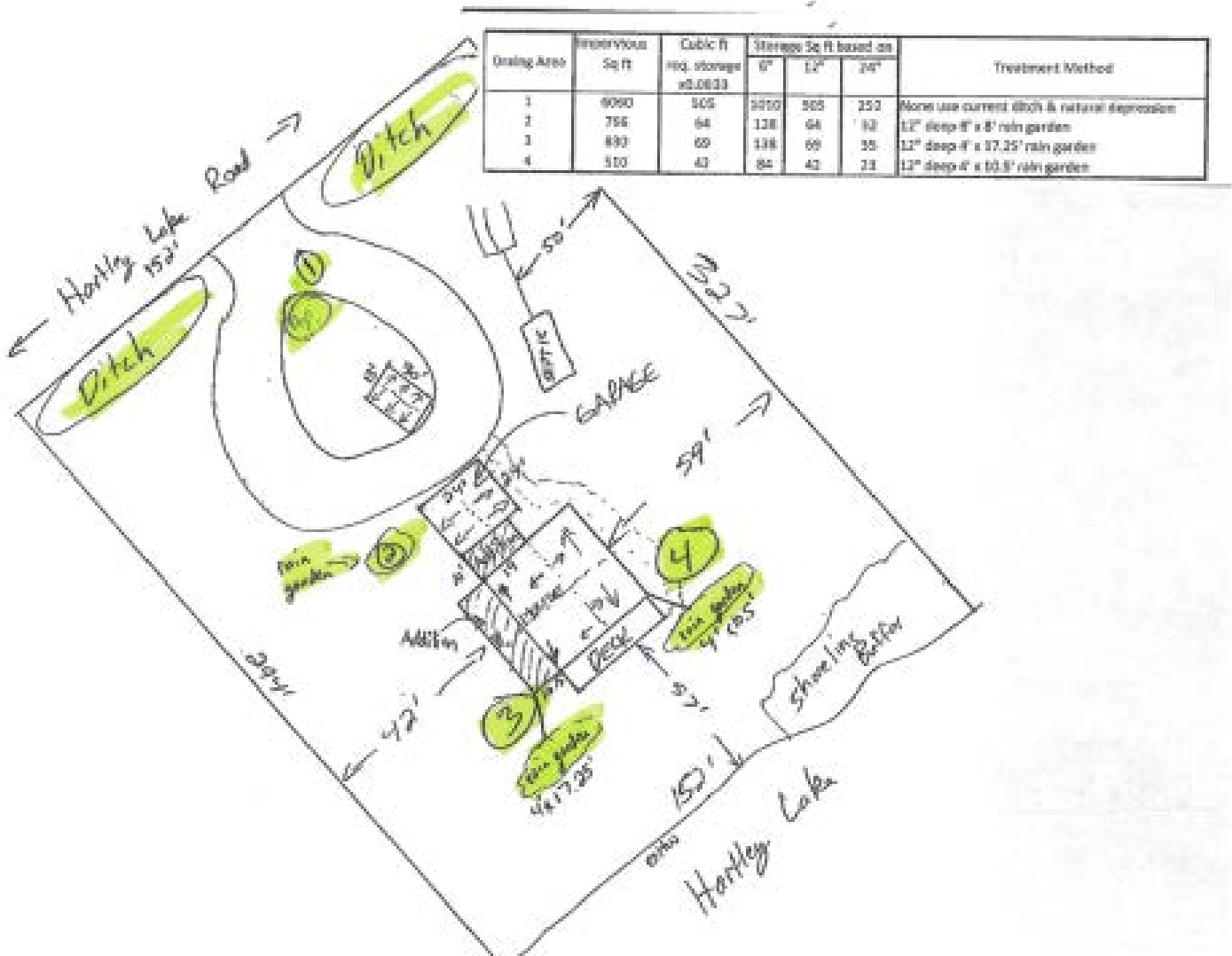
Please see reverse side for sample site plan and list of criteria required on the site plan.

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. Planning & Zoning 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:



ACCESS PATH

An area designated to provide ingress and egress to public waters.

ACCESSORY USE

A use incident and subordinate to the main use of the premises. An accessory use cannot, by definition, exist without the establishment of a primary use.

BLUFF

A topographical feature such as a hill, cliff or embankment having all of the following characteristics:

- A. Part or all of the feature is located in a shoreland area;
- B. The slope rises at least 25 feet above the *toe of the bluff*;
- C. The grade of the slope from the toe of the *bluff to the top of the bluff* averages 30 percent or greater.

DIRT MOVING

Any movement, excavation, grading, or filling of dirt on a lot.

HEIGHT OF BUILDING

The vertical distance between the mean natural grade at the building or ten feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or the highest gable of a pitched or hipped roof, exclusive of chimneys, vents pipes, or antennas.

ICE RIDGE, ANNUAL

A linear mound of lakebed materials pushed up onto the lakeshore by the action of ice within a calendar year.

ICE RIDGE, HISTORIC

A linear mound of lakebed materials pushed up onto the lakeshore by the action of ice over a period of two or more years upon which well-established herbaceous and woody vegetation is growing.

INTENSIVE VEGETATION CLEARING

The complete removal of trees, shrubs or ground cover in a contiguous patch, strip, row or block.

ORDINARY HIGH WATER LEVEL (OHWL)

The boundary of public waters and wetlands, and shall be an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For watercourses, the Ordinary High Water Level is the elevation of the top of the bank of the channel. For reservoirs and flowages, the Ordinary High Water Level is the operating elevation of the normal summer pool.

PATIO

An open recreation area adjacent to a dwelling, or free standing, that is covered with a pervious or an impervious surface such as asphalt, paving stones, wood, or other approved material.

REAR LOT ZONE (RLZ)

Land located between the structure setback line and the landward boundary of the shoreland district.

SHORE IMPACT ZONES (SIZ1 & SIZ2)

SIZ1; Land located between the ordinary high water level (OHWL) of public waters and a line parallel to it at a distance of 50 percent of the required structure setback. SIZ2; Land located between shore impact zone 1 and the structure setback line.

STEEP SLOPE

Land having average slopes over twelve (12) percent, as measured over horizontal distances of fifty (50) feet or more that are not bluffs.

STORMWATER MANAGEMENT PLAN (SMP) See Article 20**WATER ORIENTED ACCESSORY STRUCTURE**

A small, above ground building or other improvement, except stairways, fences, docks and retaining walls, which, because of the relationship of its use to a surface water feature, reasonably needs to be located closer to the public waters than the normal structure setback. Examples of such structures and facilities include boathouses, equipment storage buildings, gazebos, screen houses, fish houses, pump houses and detached decks.