

# City of Wahkon

## Land Use Application & Review Process

### APPLICATION:

- A. Applicant shall complete Land Use Application and submit to the Zoning Administrator or City Clerk.
- B. Application shall be accompanied by a site plan drawing that is complete with the following minimum information (as close to scale as possible):
  - Size of parcel
  - Location on the parcel of all existing structures, their square footage and distance from all property lines, setbacks (including road, bluff, and shoreline) and each other
  - Location on the parcel of all proposed structures and their square footage, distance from all property lines, setbacks (including road, bluff, and shoreline) and each other
  - Location on the parcel of existing and proposed sewage treatment systems and wells and their distance from property lines, structures and each other
  - Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks
- C. Application shall include drawings showing number of bedrooms in the structure.
- D. Application shall include elevation drawings showing proposed structure height.
- E. Application shall include if sewer hookup is required or a sewer compliance inspection certificate.
- F. Applicant shall include the signature of the title owner of the property.
- G. By signing the application, the applicant and/or landowner is agreeing to allow the Zoning Administrator the right to conduct a site visit on the property to ensure the proposal meets the requirements of the Ordinance. Additional site visits by the Administrator will result in additional fees.

### REVIEW:

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Staff will indicate on the application the date that the application is complete. The applicant will be notified where additional information is needed.
- B. The Staff shall, based on submittals, compute the Land Use Permit Fee. This fee shall be paid by the applicant at the time the application is submitted.

### ACTION:

In order to obtain a Land Use Permit, the following must happen:

- A. The Zoning Administrator must review and approve the application.
- B. The City Clerk must verify all current billings and insure that the applicant is current on all payments.
- C. The Zoning Administrator must insure that the permit fee has been collected.
- D. The Zoning Administrator must insure that the proposed improvements meet the requirements of the Ordinance.

**PLEASE NOTE:** Per statute, the City has 60 days in which to review and make a decision on land use applications. However, the City strives to process all applications as soon as they are received, usually within 15 – 30 days. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. Close coordination with the City Staff during the project design phase and submittals that are complete and accurate will help applicants avoid delays. No construction can begin until the permit is complete and approved.

## ZONING CHECKLIST

### City Staff Verification

Clerk/Treas: \_\_\_\_\_

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

WW Oper/Maint: \_\_\_\_\_

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

- \_\_\_\_\_ Completed application, including signature of property owner
- \_\_\_\_\_ Fee (checks are to be made out to the City of Wahkon)
- \_\_\_\_\_ Sewer connection and driveway discussed with WW Operator/Maintenance, Chris Weinreich #320-630-6461
- \_\_\_\_\_ All current City charges paid
- \_\_\_\_\_ Property taxes are current
- \_\_\_\_\_ No outstanding violations
- \_\_\_\_\_ Site plan as close to scale as possible with the following information, as a minimum (unless waived by Zoning Administrator):
  - \_\_\_\_\_ Size of parcel and dimensions
  - \_\_\_\_\_ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
  - \_\_\_\_\_ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
  - \_\_\_\_\_ Location on the parcel of existing and proposed sewage treatment systems (ISTS) and wells and their distance from property lines, structures and each other
  - \_\_\_\_\_ Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks

### CONTACT INFORMATION

Planning and Zoning  
Administrator:

Darrin Welle  
Sourcewell  
202 12<sup>th</sup> Street NE  
PO Box 219  
Staples, MN 56479  
Phone: (218) 895-4142  
darrin.welle@sourcewell-mn-gov

CITY OF WAHKON  
LAND USE APPLICATION

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

PID # \_\_\_\_\_ 911 Address \_\_\_\_\_

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

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

General Contractor \_\_\_\_\_ License # \_\_\_\_\_

Sewer Contractor \_\_\_\_\_ License # \_\_\_\_\_

Well Contractor \_\_\_\_\_ License # \_\_\_\_\_

Proposed Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

**Please check all that apply. Only one fee will be charged and not accumulative fees. However, if original permit is changed and/or additions are made after approval, additional fees will be applicable.**

<b>Type of Project:</b>	<b>Proposed Use:</b>	<b>Structure Type:</b>	<b>Type of Construction:</b>
<input type="checkbox"/> New Construction	<input type="checkbox"/> Single Family	<input type="checkbox"/> Residence	<input type="checkbox"/> Wood Frame
<input type="checkbox"/> Addition	<input type="checkbox"/> Multiple Family	<input type="checkbox"/> Garage	<input type="checkbox"/> Masonry
<input type="checkbox"/> Relocation	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Office	<input type="checkbox"/> Metal
<input type="checkbox"/> Grading or Filling	<input type="checkbox"/> Public	<input type="checkbox"/> Retail	<input type="checkbox"/> On-site Prefab
<input type="checkbox"/> Demolition	<input type="checkbox"/> Commercial	<input type="checkbox"/> Storage	<input type="checkbox"/> Off-site Prefab
200 sq ft or more	<input type="checkbox"/> Resort	<input type="checkbox"/> Boathouse	<input type="checkbox"/> Pole Bldg
<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Deck	<input type="checkbox"/> Mobile Home
		<input type="checkbox"/> Fence	<input type="checkbox"/> Other (Specify)
		<input type="checkbox"/> Stairway	
		<input type="checkbox"/> Other (Specify)	

**Have you thought of all permits needed? Will you build a deck, a garage, bring in a shed?**

<b>Lot Data:</b>	<b>Proposed</b>	<b><u>Single Residential Requirements</u></b>	
		<b>Nonriparian</b>	<b>Riparian</b>
Square Footage or Acres	_____	10,000	15,000
Lot Width at Bldg Line	_____	75'	75'
Lot Depth	_____	133.5'	200'
Lake/Stream Setback	_____	50'	50'
Street/Prop Line Setback	_____	10'	20' City & 50' Fed/State/County
Side Lot Setback	_____	7.5'	7.5'
Alley Setback	_____	5'	5'
Highway/Prop Line Setback	_____	10'	50' Fed/State/County

Non-Conforming Lot of Record?  Yes  No

Non-Conforming Structure?  Yes  No

**Proposed Structure Elevations:**

**Dimensions:**

**Square Footage:**

Cement Foundation	_____	Width	_____	Basement	_____
Basement/Lowest Floor	_____	Length	_____	1 <sup>st</sup> Floor	_____
First Floor Above Grade	_____	Height	_____	2 <sup>nd</sup> Floor	_____
		(25' maximum)		Sub Total	_____

**Impervious Surface Coverage Requirement:**

Use impervious surface worksheet & enter here

Existing Bldgs \_\_\_\_\_

Driveways \_\_\_\_\_

Other \_\_\_\_\_

Is parcel within 1,000' of lake? ( ) Yes	25% Maximum	Total	_____
( ) No	50% Residential	Coverage %	_____
	75% Commercial		

If yes, are you within the floodplain? ( ) Yes - Lowest floor elevation must be at 1255.1  
( ) No

Has property been surveyed? ( ) Yes ( ) Certificate of Survey on file at city hall  
( ) No - **By signing this application you assume all responsibility for accuracy of lot lines**

Any platted or unplatted Indian burial mounds? ( ) Yes – Other agencies involvement ( ) No

Any wetland issues? ( ) Yes – Other agencies involvement ( ) No

Will you demo any structures measuring 200 sq feet area or more? ( ) Yes ( ) No  
If yes, have all utilities (wastewater, electric, gas, etc.) been properly disconnected? ( ) Yes ( ) No

**Once the application is deemed complete, an on-site inspection will occur within one week:**

- ( ) Scale drawing of proposed project and setbacks on form provided, including all existing structures, driveways, decks, sheds, etc.
- ( ) Applicants must physically stake the outermost proposed structure dimensions and property lot lines. As property owner you assume all responsibility for accuracy of lot lines.
- ( ) Application filled out entirely.
- ( ) Permit fee received: \$ \_\_\_\_\_ Check or Receipt # \_\_\_\_\_ Date \_\_\_\_\_

*I hereby certify with my signature that all data provided to the City of Wahkon is true and correct to the best of my knowledge and as the property owner, I assume all responsibility for accuracy of lot lines. I further attest that I have read ALL applicable ordinances in their entirety, pertinent to my application, and take full responsibility of adhering to ALL regulations therein.*

\_\_\_\_\_  
*Property Owner Signature*

\_\_\_\_\_  
*Date*

443 Lafayette Road N.  
St. Paul, Minnesota 55155



MINNESOTA DEPARTMENT OF  
**LABOR & INDUSTRY**

(651) 284-5005

1-800-DIAL-DLI

Dear Property Owner:

Minnesota state law requires that most residential building contractors, remodelers, roofers, and manufactured home installers be licensed by the state. Specialty contractors who perform only one special skill (e.g. concrete & masonry, excavation, carpentry, interior finishing) are exempt from state licensing. Contractors who generate less than \$15,000 in **gross** annual receipts are exempt from state licensing, but must obtain a certificate of exemption from the Minnesota Department of Labor and Industry.

The state license number of a residential building contractor must be placed on all building permits and permit applications issued by a city or county. A license number must also appear on a site plan review and all zoning permits. **Cities and counties are prohibited by state law from issuing permits to unlicensed contractors who are not exempt from licensing. In addition, it is a misdemeanor to perform contracting work without a license unless the contractor is exempt from licensing.** Cities are also required by state law to report to the Department of Labor and Industry all new construction building permits issued to non-licensed owners of residential real estate.

State licensing is intended to ensure a minimum level of competency and to afford consumer protection. Licensed contractors must pass a two-part examination relating to the construction trades as well as business administration and law. Licensed contractors are also required to take continuing education each year and provide proof of liability insurance and workers' compensation insurance (if required by law) as well as business ownership documents to the state. Also, licensed contractors and remodelers must contribute to the Contractor Recovery Fund. This Fund exists to reimburse homeowners who obtain a judgment against a **licensed** contractor and are unable to collect on their judgment. The Fund can pay up to **\$150,000** on behalf of each licensed contractor. **Homeowners who hire unlicensed contractors, however, cannot get money from this Fund.** Licensed roofers and manufactured home installers do not participate in the Recovery Fund, but instead are required to hold a surety bond.

Contractors are licensed and regulated by the Minnesota Department of Labor and Industry. To determine the licensing status of a contractor or to speak with a building contractor investigator, call the Department's Construction Codes and Licensing Division at (651) 284-5069 or 1-800-657-3944 or visit our website at **www.dli.mn.gov**. Unlicensed building contractor activity is a misdemeanor and can result in **monetary penalties of up to \$10,000 per violation.**

The license number of a licensed contractor must appear on all of its advertising, business cards, contracts, proposals, vehicles, websites, and building or zoning permit applications.

This information can be provided to you in alternative formats (Braille, large print or audio tape).

An Equal Opportunity Employer

## **BUILDING PERMIT APPLICANT: PROPERTY OWNER**

I, \_\_\_\_\_, understand that 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. This license requirement applies to owners of residential real estate who build or improve such property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at \_\_\_\_\_, Wahkon is the only residential structure I have built or improved in the past 24 months.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. §326B.082, subd. 16 and can also result in a fine of up to \$10,000. I further state that I understand that the filing of a false statement with the City of Wahkon may also result in criminal prosecution and/or civil penalties pursuant to applicable city ordinances and/or state statutes.

I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City of Wahkon for compliance with all applicable building codes and city ordinances in connection with the work being performed on this property. I also understand that if I hire an unlicensed contractor, my only recourse in the event I have a dispute with my contractor will be to pursue private civil action (lawsuit) against the contractor, and that even if I am successful in a lawsuit, I will not be able to make a claim for compensation from the Contractor Recovery Fund, the state's consumer protection program for licensed contractors.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, at (651) 284-5069 or 1-800-657-3944, or visit their website at: [www.dli.mn.gov/CCLD/RBC](http://www.dli.mn.gov/CCLD/RBC)

## Impervious Surface Calculation for Your Lot

Name: \_\_\_\_\_ PID # \_\_\_\_\_

Property Address: \_\_\_\_\_ Wahkon, MN

	Structure or Impervious Surface	Dimensions	Total sq. ft.
1	Existing or Proposed Dwelling		
2	Proposed Dwelling Addition		
3	Existing Accessory Structure		
4	Existing Accessory Structure		
5	Proposed Accessory Structure		
6	Sidewalks		
7	Deck with Impervious Below		
8	Deck with Impervious Below		
9	Patio(s)		
10	Driveways and Parking Areas		
11			
12			
13			
		Total Impervious Surface (A)	

**Existing Lot Dimensions:**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft. (B)

**Impervious coverage (A divided by B multiplied by 100)**

(A) \_\_\_\_\_ ÷ (B) \_\_\_\_\_ X 100 = \_\_\_\_\_ %

# Site Plan



**Include:** Property lines, water features, existing and proposed structures, septic systems, drainage, wells and roads.

