

## Supplemental Data for Land Use Permits

**A. PRE-EVALUATION INSPECTION REQUEST:** Defining and staking the property lines, road right-of-ways, septic sites, and wells are the responsibility of the property owner. In some cases, a registered survey may be required to verify setbacks before granting a permit.

**B. Directions to your Property From Aitkin:**

*From a major intersection:* \_\_\_\_\_

**C. PLANNING CHECKLIST (required for all permits):**

- |   | YES                      | NO                       | ???                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. <b>Are you aware of setback requirements and will your project meet them?</b> <i>(Note: Setback distances are taken from ..... any projection of the building (i.e. overhangs, eaves, decks, etc.)</i>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <b>Have you taken into consideration locations for future buildings, septic systems, decks, driveways, etc?</b> .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <b>Will this structure be used for commercial purposes.</b> .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>Is your property in a floodplain? (If yes, complete Section D)</b> .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If it is, the lowest floor (which includes basement or crawl space, regardless of a dirt floor) must be one foot (1') above the 100-year flood elevation or 3 feet above the highest known water level. A benchmark established by a registered surveyor or licensed engineer may be required before granting a land use permit.</i>   |                          |                          |                          |
| 5. <b>Are there any lowlands or wetlands on or near the site project?</b> .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <b>Are you aware of impervious surface requirements and will your project meet them?</b> <i>Note: In the Shoreland District, structures cannot exceed 15% of lot area and total impervious surfaces cannot exceed 25% of lot area. Lot area must not include wetland or bluff areas or land below the ordinary high water level. Non-shoreland areas have a maximum of 35% total impervious surface.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**ALL PROPOSED DEVELOPMENT REQUESTS MUST BE CLEARLY STAKED AT ALL FOUR CORNERS. PROPERTY LINES MUST BE FLAGGED NEAR THE PROPOSED CONSTRUCTION. IF STAKES ARE NOT PRESENT OR VISIBLE IT MAY RESULT IN ADDITIONAL FEES AND/OR A DELAY IN THE PERMIT PROCESS.** The undersigned hereby makes application for a pre-evaluation permit inspection, agreeing that all setback information and delineation of property lines, well location, road setbacks, and development corners have been properly identified and marked.

Telephone Number between the hours of 8:00 A.M. and 4:00 P.M. \_\_\_\_\_

LANDOWNER SIGNATURE: X \_\_\_\_\_

Shoreland Zoning includes any property within 1,000 feet of a lake, 300 feet of any other river, stream or flowage or the landward extent its floodplain , or within 500 feet of the Mississippi River.

**NON SHORELAND PROPERTIES STOP HERE  
SHORELAND PROPERTIES COMPLETE PAGE 2**

## SHORELAND PROPERTIES CONTINUED

- |  | YES                      | NO                       | ???                      |
|--|--------------------------|--------------------------|--------------------------|
| 7. Will your project be less than the maximum structure height allowed in shoreland (35 feet, as measured from the lowest adjoining ground level to the highest point of the roof)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is there a steep slope or bluff on or near the site? .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are you constructing a walkout basement in the shoreland district of a lake, river, or stream (If yes, please provide plan) .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will there be any activity (vegetation removal or earth moving) in the Shore Impact Zone, Bluff Impact Zone or on a steep slope of a lake or river? (If yes, please provide plan) .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. If you are building an accessory structure, please provide sidewall height and if there will be a loft or second story. (No living quarters, sleeping areas, baths, showers or toilet facilities are allowed in accessory structures.) _____ |                          |                          |                          |

**D. NATURAL LANDSCAPE PROTECTION PLAN:**

To ensure that earth moving and vegetation removal is within ordinance guidelines, and to ensure activity on your property does not negatively impact the lake or other properties, you may be required to provide additional drawings of your site plan.

12. Setback from the Ordinary High Water Level (OHW) for proposed construction? \_\_\_\_\_
13. How many cubic yards of fill or excavation will be done on the property? \_\_\_\_\_
14. How close to the property line will any fill be placed or any excavation be done? \_\_\_\_\_
15. If you are constructing a walkout basement, please identify on the drawing where the excavated material will be placed.
16. What percent slope of the land currently exists on the construction site? \_\_\_\_\_  
*(If the percent slope is greater than 18%, supply copy of Site review from SWCD\*)*
17. How will erosion be controlled during construction? (Attach additional info and drawings as necessary)
- \_\_\_\_\_
- \_\_\_\_\_
18. What will be done after construction to control erosion? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I have read the above and I understand the Natural Landscape Protection Plan as prepared. I hereby agree to implement this plan as part of the Land Use Permit.

X _____	
Landowner Signature	Zoning Official
Date	Date