

## CANOSIA TOWNSHIP LAND USE PERMIT INSTRUCTION SHEET

- ✓ Write CLEARLY and CONCISELY
- ✓ Attach SEPTIC information (if applicable)
- ✓ Provide COMPLETE information – Incomplete applications will be returned
- ✓ Draw ACCURATE SKETCH
- ✓ SIGN application and attach FEES

### PROPERTY DATA SECTION

**Access Road:** Please list the main (County, State, Township) road that provides access to your site address.

**Legal Description:** Write out your complete legal description. A written description on a separate sheet of paper or a photocopy is sufficient. Your deed or abstract is probably the best source for a complete legal description, because often your legal description on your tax statement is not complete.

**Shoreland Frontage:** If your property has shoreland frontage on a stream, river, or lake, even though that might not be where you are intending to build, you must answer YES to shoreland frontage, and indicate how many feet of shoreland frontage you own.

**Property Size:** Fill in the requested information for property dimensions. It is imperative that you do a good job of indicating the exact DIMENSIONS and shape of your property on the site plan. (43,560 ft<sup>2</sup>/acre)

**Ownership Classification:** If you own the property where the proposed building is to take place, check private. If the land is owned by a public agency, check public. If you are leasing the property, enter the party from whom the property is leased (e.g. Minnesota Power, DNR, etc.)

**Existing Structures:** List the structures on your property and the dimensions of each, including the number of bedrooms where applicable. Be sure to show the location of all structures on your site plan.

### STRUCTURAL DATA

**Proposed Structure:** Indicate the type of structure (what it will be used for) and the number of bedrooms, if applicable.

**Contractor Name/Registration No.:** This is required only if someone other than you are going to be doing the construction. The state requires registration numbers for all individuals doing construction for others for compensation.

**Proposed Structural Dimensions:** If the proposal is for an addition, list only the dimensions of the addition in this section. NOTE: Include all dimensions including those of the original building on the plot plan sketch.

**Structural Setbacks:** The side-yard near measurement is the closest distance from your side property line to your proposal. In the instance of an addition the measurement that should be given here is the closest point of the structure to the side-yard whether it is new or existing. The side-yard far measurement is the longer distance to the side property line from your proposal or existing structure. The road right of way setback is the distance from the right of way to the proposal. The road centerline is the measurement from the center of the road to the proposal. The shoreline setback is the horizontal distance measured at the closest point of the proposal to the ordinary high water level. See example on back page. The rearyard setback is the distance from the proposal to the property line opposite the road. In the case of island property both the shoreline and the rearyard distances should be filled in.

## SHORELAND DATA SECTION

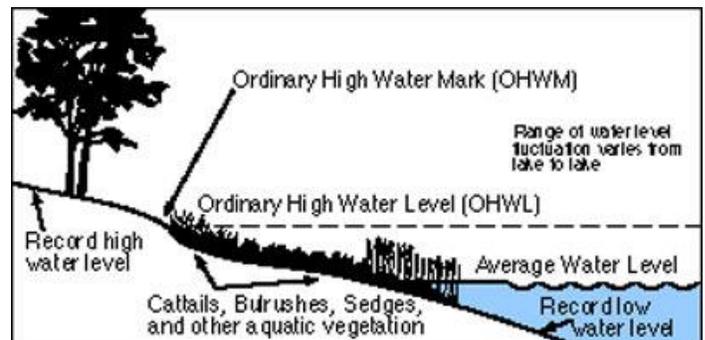
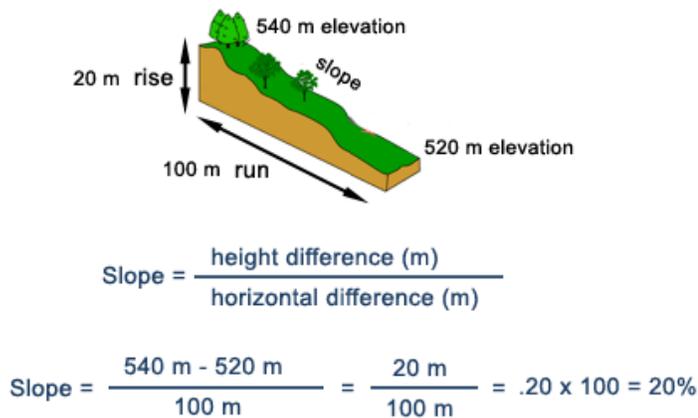
**Unaltered Building Site Elevation:** Give the vertical distance from the highest point of your property to the water.

**Slope of Your Property:** Use the example (shown below) to help you calculate the slope of your property. The vertical distance should be the elevation in feet from the ordinary high water to the highest point of your property. Slope is calculated by dividing the vertical distance by the horizontal distance (x) times 100.

**Bluff:** A slope of greater than 30% that rises at least 25 feet above the ordinary high water level. On rivers and shallow soil areas, bluff setbacks may differ.

**Vegetation Removal:** Explain any vegetation removal that will be done within the first 100 feet of shoreline. You must also indicate vegetation removal within 100 the first 100 feet of the lake/river/stream, and if there are slopes (>12%) or on bluffs, these areas must be addressed, as well.

**Grading/Filling/ Altering the Natural Topography:** Explain any plans for grading, filling or altering the natural topography within the first 50 feet (Shore Impact Zone), and within 300 feet of the lake/river/stream, within a bluff area or on slopes greater than 12%. Give details about the location of the disturbed ground, the volume of material needed, and the amount of time necessary to complete the project.



## ENVIRONMENTAL DATA SECTION

**Wetland Data:** Wetlands are areas where the frequent and prolonged presence of water at or near the soil surface determines the soils that form, the plants that grow and the animals that use the habitat. If there is wetland on your property, even though it may not be in the area of your proposal, you must answer YES to this question. The next question explains whether the wetland is within the proposal area or not. If so, what are your plans for draining or filling that area might be.

**Septic Information:** A sanitary system review must be conducted for all land use permits that request the addition of bedrooms or other construction that will increase water usage. All land use permits issued within the shoreland area and parcels of less than 2.5 acres outside the shoreland area must also have the sanitary review to determine if the system is failing or if the proposed land use permit would adversely impact the existing sewage system or the replacement area for the sewage system. It is recommended that you contact your sanitarian prior to submitting this application. Without fully completing the application and having the review done, a land use permit cannot be issued.

Types of septic systems include trench, seepage bed, dry wells, pressure mound, holding tank, privy (outhouse), greywater (sink drain, sauna) system incinerator and composting toilets, etc.

Permit applicants must submit written approval from the Health Department in order to obtain a land use permit, if their project proposal is located in the following areas:

Shoreland areas (within 1,000 feet of a lake or 300 feet of a river)

Parcels less than 2.5 acres in size

Any area when adding a bedroom addition to a home or cabin

Please contact the St. Louis County Land & Property/Building & Zoning Duluth Office at 218/725-5200 for a septic system review prior to submitting your application.

# EXAMPLE

# Site Planning Sketch Form

## About the Sketch:

The sketch is to graphically illustrate your proposed project(s). Include all locations and labels of **wells, septic system, septic expansion area, driveway, access roads, wetlands, and areas of vegetation removal and grading**. Also, label the locations and sizes of all existing and proposed **structures** and indicate distances to property lines, shore, road centerline, and others.

Structure Type  
(e.g. House, garage, addition, deck, etc.)

Proposed Structure #1

Garage

Proposed Structure #2

Deck

Project (Structural) Setbacks (Horizontal Distance)

76	Feet
100	Feet
131	Feet
125	Feet
164	Feet

**Make sure ALL these distances and labels are on the Sketch**

76	Feet
100	Feet
156	Feet
88	Feet
189	Feet

Side-yards are the side property lines

- Side-Yard Near<sup>1</sup>
- Side-Yard Far<sup>1</sup>
- Rear-Yard
- Distance to Shoreline
- Road Centerline

## How to Draw a Site Sketch

- Step 1:** Draw in roads and road names.
- Step 2:** Draw lot boundaries and lengths.
- Step 3:** Draw and name wetlands, lake, streams, and rivers.
- Step 4:** Draw and identify existing structures and structure dimensions (if any).
- Step 5:** Draw and identify location of proposed structures.
- Step 6:** Draw and identify driveways and/or other property access.
- Step 7:** Identify and name distances of existing and proposed structure(s) from the shoreline, side-yard far, side-yard near, and road centerline.
- Step 8:** Draw and name existing or proposed septic location and future expansion area.
- Step 9:** Draw and name well location.

<sup>1</sup> See LUP application guide for example

10 x 10 squares to the inch

Scale

Feet/Per Inch

