

CARLTON COUNTY
ZONING AND ENVIRONMENTAL SERVICES
301 Walnut Avenue, Room 103
P.O. Box 220
Carlton, MN 55718-0220
218-384-9176
www.co.carlton.mn.us

Permit number

Township

ZONING PERMIT APPLICATION

Please complete each entry and check off each item. An incomplete application will be returned.

YES NO

Have you attached payment? See attached fee schedule. If permitting multiple structures, pay just the highest fee for associated structure, not cumulative. Make check payable to *Carlton County Treasurer*.

YES NO

Have you completed the attached application with original signatures? Application must have original signatures. Copies will not be accepted. Please complete in pen.

APPLICANT: _____

MAILING ADDRESS: _____

DAYTIME PHONE NUMBER

OTHER PHONE NUMBER

EMAIL (optional): _____

AUTHORIZED REPRESENTATIVE: _____

AUTHORIZED REPRESENTATIVE PHONE NUMBER: _____

AUTHORIZED REPRESENTATIVE ADDRESS: _____

911 ADDRESS OF PROPERTY AND ACCESS ROAD: _____

(If you do not have a 911 address, please complete an "E-911 New Property Address Assignment Application")

LEGAL DESCRIPTION: _____

SECTION: _____ **TOWNSHIP:** _____ **RANGE:** _____

YES NO

Are you located within 1,000 feet of a lake or 300 feet of a stream or river?
 If yes, do you have a current Certificate of Compliance for your septic system? The Zoning and Environmental Services Office can complete compliance inspections on systems where adequate information was included on the original permit. If it was not included, a licensed private inspector must be contracted to complete the inspection.

LAKE, RIVER OR STREAM NAME: _____

SEWAGE DISPOSAL: Proposed Existing Not applicable, please explain: _____

Type: _____ **Permit Number:** _____

FOR OFFICE USE ONLY

PERMIT NUMBER _____ FEE _____ RECEIPT NUMBER _____

ZONING DISTRICT _____ SHORELAND CLASS _____ SHORELAND ID NUMBER _____

VARIANCE _____ CONDITIONAL USE _____

DATE _____ APPROVED DENIED BY _____

REMARKS _____

C/T _____

PLAT _____

PARCEL _____

ZONING PERMIT APPLICATION

LOT DIMENSIONS: Width _____ feet **Depth** _____ feet
Area _____ square feet OR _____ acres

EXISTING LAND USE: Residence Commercial Recreational/hunting Agricultural
 Other: _____

OWNERSHIP: Public Private Leased from: _____

BUILDING CONTRACTOR: _____

LICENSE NUMBER: _____ **CONTRACTOR'S PHONE NUMBER:** _____

No Zoning Permit will be issued until license number is provided or evidence of exemption is furnished.

Attach "Building Permit Applicant: Property Owner" form if doing the construction yourself.

USE, DIMENSIONS AND SETBACKS OF PROPOSED STRUCTURE(S):

(1) Proposed structure and use: _____

Will the structure be connected to water? Yes No

Width _____ feet Length _____ feet Building height _____ feet Stories _____

Side yard (nearest) _____ feet Side yard (farthest) _____ feet Rear yard _____ feet

Front yard (road centerline) _____ feet (road right-of-way) _____ feet

Shoreland only: Setback from ordinary high water level _____ feet

Elevation above water level _____ feet

Setback from top of bluff _____ feet

(2) Proposed structure and use: _____

Will the structure be connected to water? Yes No

Width _____ feet Length _____ feet Building height _____ feet Stories _____

Side yard (nearest) _____ feet Side yard (farthest) _____ feet Rear yard _____ feet

Front yard (road centerline) _____ feet (road right-of-way) _____ feet

Shoreland only: Setback from ordinary high water level _____ feet

Elevation above water level _____ feet

Setback from top of bluff _____ feet

(3) Proposed structure and use: _____

Will the structure be connected to water? Yes No

Width _____ feet Length _____ feet Building height _____ feet Stories _____

Side yard (nearest) _____ feet Side yard (farthest) _____ feet Rear yard _____ feet

Front yard (road centerline) _____ feet (road right-of-way) _____ feet

Shoreland only: Setback from ordinary high water level _____ feet

Elevation above water level _____ feet

Setback from top of bluff _____ feet

TOTAL ESTIMATED CONSTRUCTION COST \$ _____

ZONING PERMIT APPLICATION

YES **NO**

Have you checked with the Zoning and Environmental Services Office about any possible wetlands located on the property or potential wetland impacts? There are several types of wetlands including shrub and wooded wetlands. Check with the Zoning and Environmental Services Office for information and maps.

YES **NO**

Have you completed and attached a drawing of your proposal?
Include the following on the attached drawing or on a separate sheet:

- Dimensions of lot
- North directional arrow
- Location of all existing structures and label → ex = existing (i.e.: ex house)
- Location of all proposed structures and label → pp = proposed (i.e.: pp garage)
- Dimensions of your proposed structure or addition
- Label roads abutting your property
- Wetland boundaries and type, if applicable (work in wetlands may require additional permitting)

Location of proposed structure from (measured in feet):

- Center of road and/or right-of-way (including all easements, cartways and private drives)
- Side property lines Rear property lines Other existing structures
- Existing and proposed wells
- Existing and proposed septic system, including drainfield and septic tank

Shoreland: Ordinary high water level Top of bluff

YES **NO**

Is your proposed project staked? The applicant is responsible for disclosing where the property lines are located. If your project is not staked, your application is not complete and will be returned or denied.

All work must begin within one (1) year of issuance.
This means that there is enough of the structure(s) in place to determine
that it meets the dimensions depicted on this permit.

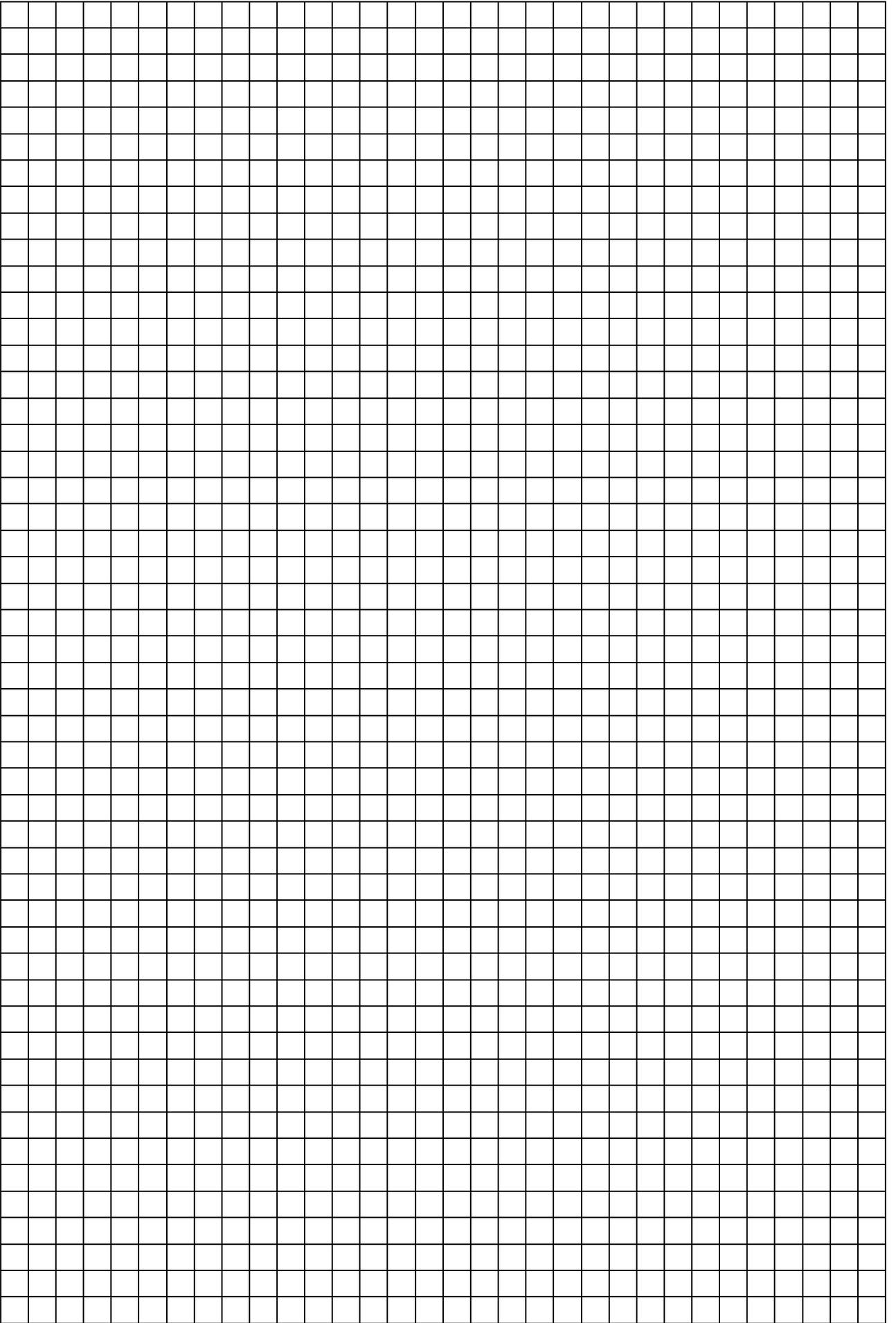
Data furnished on this application form is public information.

I hereby certify that I am the owner or authorized agent of the owner of the above property and that all uses will conform to existing state laws and local ordinances. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachment thereto will serve to make this application and any resultant permit invalid.

Please print **NAME OF PERSON** responsible for completion of this application

APPLICATION DATE

SIGNATURE OF APPLICANT OR REPRESENTATIVE



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FEE SCHEDULE – Effective January 1, 2019

ZONING PERMIT/LAND USE PERMIT

Accessory Structure or Accessory Structure Addition	\$50.00
Dwelling	\$150.00
Dwelling Addition	\$75.00
Dwelling Deck	\$50.00
Commercial/Industrial Building (primary)	\$200.00
Commercial/Industrial Addition (primary)	\$100.00
Commercial/Industrial Accessory Structure (or addition)	\$100.00
Signs: On Site	\$50.00
Signs: Off Site	\$150.00
Handicap Ramp	No fee
Shoreland Alterations – Zoning Permit	\$100.00
Tower (Communications)	\$150.00
Tower Antennas/Antenna Replacement	\$100.00
Borrow Pit	\$100.00
Conditional or Interim Use	\$400.00 + \$46 Recording fee = \$446.00
Variance	\$400.00 + \$46 Recording fee = \$446.00
Appeal of Administrative Decision	\$400.00 + \$46 Recording fee = \$446.00
Rezoning/Zoning Amendment–Residential/Agriculture	\$400.00 + \$46 Recording fee = \$446.00
Rezoning/Zoning Amendment–Commercial/Industrial	\$500.00 + \$46 Recording fee = \$546.00
New E-911 Address Fee	\$50.00
After-the-Fact – 1 st Notice (plus permit fee)	\$100.00 +
After-the-Fact – 2 nd Notice (plus permit fee)	\$300.00 +
After-the-Fact – 3 rd Notice (plus permit fee)	\$600.00 +

SUBDIVISIONS

Administrative Subdivision – Create up to 4 lots	\$150.00
Administrative Subdivision – Lot Line Adjustment	\$150.00
County Surveyor Review Fee – if required	\$75.00+ mileage
Minor Subdivision	\$100.00 per lot
County Surveyor Review Fee – if required	\$75.00+ mileage
Preliminary Plat	\$500.00
Final Plat – plus per lot fee	\$300.00
Per lot fee	\$20.00

SEWER PERMIT

0 - 1,000 GPD – Drainfield/Bed	\$200.00
0 - 1,000 GPD – Mound/At Grade	\$250.00
1,001 - 2,500 GPD – Drainfield/Bed	\$400.00
1,001 - 2,500 GPD – Mound/At Grade	\$500.00
2,501 – 5,000 GPD – Drainfield/Bed	\$600.00
2,501 – 5,000 GPD – Mound/At Grade	\$800.00
5,001 – 10,000 GPD – Drainfield/Bed	\$1,000.00
5,001 – 10,000 GPD – Mound/At Grade	\$1,500.00
Holding Tank	\$150.00
Operating Permit Renewal	\$50.00
Review Revised Design	\$100.00
Re-Inspection	\$100.00
Sewer Compliance only – existing system	\$150.00*

ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW)

EAW Staff Fee	\$500.00
Fee does not include expense for a consultant to prepare EAW	

WETLAND CONSERVATION ACT

Certificate of Exemption or No Loss	\$75.00
Banking Application	\$500.00
Delineation Review	\$100.00
Replacement Plan <10,000 sq. ft.	\$150.00
Replacement Plan 10,000 sq. ft. – 1 acre	\$250.00
Replacement Plan - over 1 acre	\$500.00 per acre
After-the-Fact	Double

WATER TESTING

First Test	\$40.00
Each Additional Test	\$10.00 each
Water Pickup	\$50.00
Water Pickup and Sewer Compliance	\$175.00*
Lead Test	\$40.00

*Septic tanks must be pumped by a licensed septic maintainer at owner’s expense immediately prior to sewer compliance inspection by County staff. This must be coordinated with this office.

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FREQUENTLY ASKED QUESTIONS

- **Carlton County Zoning and Environmental Services** is the zoning authority for all areas of Carlton County except the following cities: Barnum, Carlton, Cloquet, Cromwell, Kettle River, Moose Lake, Wrenshall, Wright and one township, Thomson. Carlton County also has zoning authority in **shoreland areas** (property within 1,000 feet of a classified lake or 300 feet of a classified river or stream) in the City of Cromwell and Thomson Township.
- Check with the Zoning and Environmental Services Office to find the **Zoning District**. The Zoning District will dictate the lot size requirements, setbacks and property use. See Carlton County Zoning Ordinance #27 - Table 1 Dimensional Standards and Table 2 Height, Setback and Lot Coverage Standards.
- **Zoning Permits** are required for building or moving any structure, no matter the size, including dwellings, additions, decks, privacy fences, garages, storage containers, outhouses, signs, recreational vehicles (under some circumstances) and sheds. Zoning Permits are not required for replacing doors, windows, re-siding or re-roofing (shingles).
- The **State Building Code** is not enforced by this office in the rural parts of Carlton County.
- The design, location, construction and abandonment of **wells** are regulated by the Minnesota Department of Health 218-302-6166.
- **Electrical work** is regulated by the Minnesota Department of Labor and Industry 651-284-5026 or 1-800-DIAL-DLI.
- If a **new driveway** is proposed off a township road, you must contact the specific township to obtain a driveway permit. If the driveway is coming off a county road, you must contact the Carlton County Transportation Department for a driveway permit. If the driveway is coming off a state road, you must contact the Minnesota Department of Transportation.
- A **Subsurface Sewage Treatment System Permit** is a separate application obtained from the Zoning and Environmental Services Office by you or a licensed designer. Septic systems are required to be designed by a designer with a current license from the Minnesota Pollution Control Agency.
- If a structure has **pressurized water**, the structure must be connected to a compliant septic system.
- A current **Certificate of Compliance** for a septic system is required when applying for any permit or point of sale for structures located within 1,000 feet of a classified lake or 300 feet of a classified river or stream.
- A current Certificate of Compliance for a septic system is required before issuance of a Zoning Permit for adding bedrooms.
- The Carlton County Zoning and Environmental Services Office regulates activities in wetlands (**swamps and low areas**). There are many types of wetlands including shrub and wooded wetlands. Check with the Zoning and Environmental Services Offices for information, maps and permit requirements.
- The Carlton County Zoning and Environmental Services Office regulates activities in **shoreland areas** including excavating, filling, and vegetation removal. If your proposed project includes excavating, filling, or vegetation removal in a shoreland area, a Shoreland Alterations Zoning Permit or Interim Use Permit may be required.
- An E-911 number/address is required for all primary structures in Carlton County. Please obtain and complete an E-911 **New Property Address Assignment Application** if you currently do not have an E-911 number/address.
- If the proposed use is not listed as a permitted use in Carlton County Zoning Ordinance #27, a **Conditional/Interim Use Permit Application** may be required.
- If the proposed structure or lot does not meet the dimensional requirements or setbacks of the zoning district, a **Variance Application** may be required.

CARLTON COUNTY ZONING ORDINANCE #27 - TABLE 1 Dimensional Standards

Standards	Districts						Overlay Areas									
	A-1	A-2	R-1	C-1	C-2	M-1	RC	CLR	NE	RD	GD	R	F	T	REM	REC
Density ¹	1:20 acre	1:5 acre	1:1 acre	1:1 acre	1:1 acre	1:5 acre	UD ²	UD	UD	UD	UD	UD	UD	UD	UD	UD
Min. Lot Area	20 acres 2 ac. cluster ³	2.5 acres	1 acre - single; 2 acre duplex	1 acre ⁶	1 acre ⁶	10 acres	UD	UD	UD ⁷	UD ⁷	UD ⁷	UD	UD	UD	17 acre	4.5 acre
Min. Buildable Area ⁸	1/2 acre	1/2 acre	1/2 acre	1/2 acre	1/2 acre	1/2 acre	UD	UD	UD	UD	UD	UD	UD	UD	1 acre	1 acre
Min. Lot Width	330' 165' cluster	250' m&b ⁴ 165' plat ⁵	150'	150'	150'	330'	UD	UD	UD ⁹	UD ⁹	UD ⁹	UD	UD	UD	600'	300'
Min. Lot Depth	300'	300'	150'	200'	200'	660'	UD	UD	UD	UD	UD	UD	UD	UD	UD	UD
OHWL ¹⁰ Structure Setback	NA	NA	NA	NA	NA	NA	NA	NA	150'	100'	75'	200'	150'	100'	200'	150'
OHWL SSTS Setback	NA	NA	NA	NA	NA	NA	NA	NA	150'	100'	100'	150'	100'	100'	150'	150'

NA = Not applicable

1 = Density refers to the number of dwelling units permitted within the corresponding acreage or the number of freestanding or detached businesses under single ownership permitted within the corresponding acreage.

2 = UD refers to underlying or primary zoning district standards which apply within the corresponding overlay district. Where a UD standard is different from an overlay standard, the more restrictive standard shall apply, except DNR riparian lot standards always apply. See Art. 4, Sec. 4, Subd. H.7. for additional shoreland standards.

3 = Cluster refers to a subdivision arrangement that preserves agricultural and forest land as provided in Ordinance #27 and Carlton County Subdivision Ordinance.

4 = M & B refers to a parcel of land created by metes and bounds description and includes other non-platted parcel descriptions.

5 = Plat refers to a parcel of land created by the platting procedures of the Carlton County Subdivision Ordinance.

6 = Minimum lot area is 1/2 area with public sewer.

7 = Non-sewered riparian lot areas are: NE:80,000 sq. ft., RD:40,000 sq. ft.; GD:20,000 sq. ft. See Art. 4, Sec. 4, Subd. H.7. for additional dimensional standards.

8 = Buildable area is a contiguous land area which is unencumbered by surface water, wetlands, floodplain, exposed bedrock, or slopes in excess of 12%.

9 = Non-sewered riparian lot widths are: NE:200 ft., RD:150ft.; GD:100 ft. See Art. 4, Sec. 4, Subd. H.7. for additional dimensional standards.

10 = OHWL means the ordinary high water level of the corresponding public water.

A-1 Agriculture/Forest Management

A-2 Agriculture/Rural Residential

R-1 Recreation Residential

C-1 Commercial Recreation

C-2 Highway Commercial

CLR Closed Landfill Restricted Overlay District

M-1 Limited Industrial

RC Red Clay Overlay Area

NE Shoreland - Natural Environment Lake

RD Shoreland - Recreational Development Lake

GD Shoreland - General Development Lake

R Shoreland - Remote River

F Shoreland - Forested River

T Shoreland - Tributary Stream

REM St. Louis River - Remote Area

REC St. Louis River - Recreational Area

CARLTON COUNTY ZONING ORDINANCE #27 - TABLE 2 Height, Setback and Lot Coverage Standards

Standards	Districts						Overlay Area
	A-1	A-2	R-1	C-1	C-2	M-1	
Maximum Building Height¹:							
Agricultural Building	none	none	NA	NA	NA	NA	none
Other	30'	30'	30'	30'	30'	35'	35'
Accessory Building (detached non-pole type)	18'	18'	18'	18'	18'	18'	18'
Structure Setbacks (Principal and Accessory)							
Front yard:							
Principal/Minor Arterial (bldg. line to road centerline)	110'	110'	110'	110'	110'	110'	110'
Major/Minor Collector (bldg. line to road centerline)	85'	85'	85'	85'	85'	85'	85'
Local Road (bldg. line to road centerline)	85'	85'	85'	85'	85'	85'	85'
All Roads (bldg. line to road ROW ²)	35'	35'	35'	35'	35'	35'	35'
Platted Road (bldg. line to road ROW)	35'	35'	35'	35'	35'	35'	35'
Side yard (bldg. line to side yard):							
Principal Structure	20'	20'	10'	10'	20'	20'	UD ³
Accessory Structure	10'	10'	10'	10'	10'	10'	UD
Adjacent to A-2 and/or R-1 District	10'	NA	NA	20'	20'	100'	UD
Side yard corner lot - double frontage	front	front	front	front	front	front	front
Rear yard (bldg. line to rear yard):							
Principal Structure	50'	40'	30'	15'	15'	40'	UD ⁵
Accessory Structure ⁴	10'	10'	10'	10'	10'	10'	UD ⁵
Rear yard (bldg. line to alley ROW):							
All Structures	20'	20'	20'	20'	20'	20'	20'
Maximum Lot Coverage: (building, structures, roads, driveways parking areas, and other impervious surfaces, including gravel surfaces)	NA	NA	35%	50%	50%	50%	25%
Accessory to Accessory:	none	none	none	none	none	none	none
Dwelling (Primary Structure) to Accessory	5'	5'	5'	5'	5'	5'	5'

1 = See other district and performance standard provisions for authorized height exceptions, such as towers.

2 = The distance to road centerline shall apply if it results in a larger setback.

3 = UD refers to underlying or primary zoning district standards which apply within the corresponding overlay district. In any instance where a primary district standard is different from an overlay district standard, the more restrictive standard shall apply.

4 = Animal pens, feedlots, or animal structures shall be a minimum of 35 feet from side or rear property lines.

5 = See Table 1, Dimensional Standards, for OHWL setback requirements.



Dear Property Owner:

Effective January 1, 1992, Minnesota Statutes require 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 also 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.**

State licensing is intended to ensure a minimum level of competency and to afford consumer protection. To accomplish these goals, 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 seven hours of approved 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's Recovery Fund. This Fund exists to reimburse homeowners who obtain a judgment against a **licensed** contractor and are unable to collect on their judgment. Homeowners who use unlicensed contractors will forfeit their rights to access this Fund, which pays out over \$1,000,000 each year to Minnesota consumers. Licensed roofers and manufactured home installers do not participate in the Recovery Fund, but instead are required to hold a surety bond in the amount of \$5,000 and \$2,500 respectively.

Contractors are licensed and regulated by the Minnesota Department of Labor and Industry. To determine the licensing status of a particular contractor, call the Department's residential building contractor unit at **(651) 284-5065**, or visit our website at **www.doli.state.mn.us**. Complaints against contractors can be discussed with a Department investigator by calling **(651) 284-5065**, though a written complaint must be submitted in order for a formal investigation to be opened.

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

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 that 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 _____, is the first residential structure I have build or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota Statute 514.01.

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 Minnesota law, and that the filing of a false statement with Carlton County may also result in criminal prosecution pursuant to applicable 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 Carlton County for compliance with all zoning and other applicable ordinances in connection with the work being performed on this property.

Name

Date