



# LAND USE PERMIT APPLICATION

File #: \_\_\_\_\_

**Office Use Only**

Revised 1/2026

## APPLICANT INFORMATION

Property Owner: \_\_\_\_\_ Contractor/Agent: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

## SITE INFORMATION

Site Address: \_\_\_\_\_

Property Location: \_\_\_\_\_, Town of \_\_\_\_\_

Parcel #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## LAND USE INFORMATION

Zoning District (Check one): ☐ AG-1 ☐ AG-2 ☐ R-1 ☐ R-2 ☐ R-3 ☐ C-1 ☐ C-2 ☐ C-3 ☐ I-1 ☐ I-2

Overlay District (Check all that apply): ☐ SHORELAND ☐ RIVERWAY ☐ FLOODPLAIN

Type of Land Use Permit Request (Check one): **Please refer to the current fee schedule on our website.**

- |  |   |
|--|---|
| <input type="checkbox"/> Lower St. Croix Riverway District | <input type="checkbox"/> Wireless Communication Tower (Co-location) |
| <input type="checkbox"/> Shoreland                         | <input type="checkbox"/> Temporary Occupancy (Camper Permit)        |
| <input type="checkbox"/> Nonmetallic Mining Operation      | <input type="checkbox"/> Manure Storage Facility                    |
| <input type="checkbox"/> Floodplain                        | <input type="checkbox"/> Livestock Facility                         |
| <input type="checkbox"/> General Zoning                    |   |
| <input type="checkbox"/> Other: _____                      |   |

State the nature of your request: \_\_\_\_\_

\_\_\_\_\_ Zoning Ordinance Reference \_\_\_\_\_

## SIGNATURE

***I attest that the information contained in this application is true and correct to the best of my knowledge.***

Property Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Complete Application Accepted: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_

Fee Received: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

## GENERAL APPLICATION REQUIREMENTS

## **APPLICATION:**

The applicant shall provide one copy of the entire application packet including all supporting information, maps & diagrams, and fee (*nonrefundable*) before the application can be considered complete. A complete site plan shall include:

- Property boundaries
- Structure setbacks (road, side yard, OHWM, Bluffline, septic, etc)
- Location of structures (dwelling, accessory structure(s), driveway, parking area, etc.)
- Sanitary system (septic tank, drainfield)
- Well
- Natural features (water courses, wetlands, floodplains, blufflines, slope preservation zones, etc.)
- Erosion and sediment control methods
- Limits of any proposed filling and/or grading
- Impervious surface calculation, if applicable

## **REVIEW:**

The Zoning Administrator will review the application for completeness and may require additional information. Upon receiving a complete application and supporting documents, the Zoning Administrator will:

- Review the application against applicable ordinances and prepare findings for approval or denial of the permit within 60 days. Upon approval, the permit will be mailed to the applicant or applicant's agent.
- Conduct a site visit to the applicant's property, at which time the applicant shall flag all applicable property/project corners and label the flags accordingly.

If approved, the land use permit will be valid for two years from the date of the permit issuance. All applicants shall also check with their local town to see if any other permits are required before starting their project.

**NOTE: All maps, plans, and engineering data shall be no larger than 11x17. No covers, binders, or envelopes. Staple or paperclip your application in the upper left-hand corner.**