

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

Permit number

Township

**SHORELAND ALTERATIONS
INTERIM USE 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)? 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")

PROPERTY DESCRIPTION: _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____

LAKE, RIVER OR STREAM NAME: _____

YES NO

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.

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

Type: _____ Permit Number: _____

FOR OFFICE USE ONLY

CASE NUMBER _____

PERMIT NUMBER _____ FEE _____ RECEIPT NUMBER _____

ZONING DISTRICT _____ SHORELAND CLASS _____ SHORELAND ID NUMBER _____

DATE, TIME AND PLACE OF HEARING _____

APPROVED DENIED BY _____ DATE _____

CONDITIONS ATTACHED YES NO

C/T _____ PLAT _____ PARCEL _____

**SHORELAND ALTERATIONS
INTERIM USE PERMIT APPLICATION**

Carlton County strongly recommends that you discuss your proposal with adjacent property owners before a formal application is made. Conflicts resolved in advance will make the application process more efficient.

GRADING CONTRACTOR: _____ **PHONE:** _____
FILL CONTRACTOR: _____ **PHONE:** _____

PROJECT INFORMATION

Project Type:

- Vegetation alteration
- Fill only
- Excavation only
- Excavation and fill
- Rip rap (permit may be required by the Department of Natural Resources)
- Other _____

Project Purpose:

- Clear land
- Lake access
- Improve lawn
- Control erosion
- Other _____

Project Scope:

Area of disturbed ground _____ length _____ width _____ square feet
Volume of fill and/or excavation _____ cubic yards
Closest distance to ordinary high water level _____ feet
Project start date _____

Site Characteristics:

Existing Soil Type: Sand Gravel Loam Clay
Fill Type: Sand Gravel Loam Clay Topsoil

Average Slope of Work Site:

_____ feet of rise over _____ feet of horizontal distance

Proposed Erosion Control: Seed Mulch Erosion control blanket Silt fence

Other: _____

**SHORELAND ALTERATIONS
INTERIM USE PERMIT APPLICATION**

PLANS SHALL BE PREPARED AND SUBMITTED BY AN ENGINEER, SOIL SCIENTIST, LANDSCAPE DESIGNER OR OTHER QUALIFIED PROFESSIONAL AND INCLUDE THE FOLLOWING INFORMATION:

- Dimensions of lot
- North directional arrow
- Location of all existing structures and label → ex = existing (i.e.: ex house)
- Existing and final topography utilizing 2 foot contours
- A site restoration plan showing trees to be removed and replaced, and final ground cover
- A drainage and erosion control plan showing the type and location of erosion control measures to be used
- Label roads abutting your property
- Wetland boundaries and type, if applicable (work in wetlands may require additional permitting)
- Location of fill and excavated material, include dimensions
- A development plan showing how the re-contoured lot may be developed in a manner consistent with Carlton County Zoning Ordinance #27

Location of proposed project 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
- Ordinary high water level (work below the ordinary high water level may require additional permitting)
- Top of bluff, if applicable

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.

You or your authorized agent are required to attend the Planning Commission meeting to answer questions about the application. You will be notified of the date and time of the meeting.

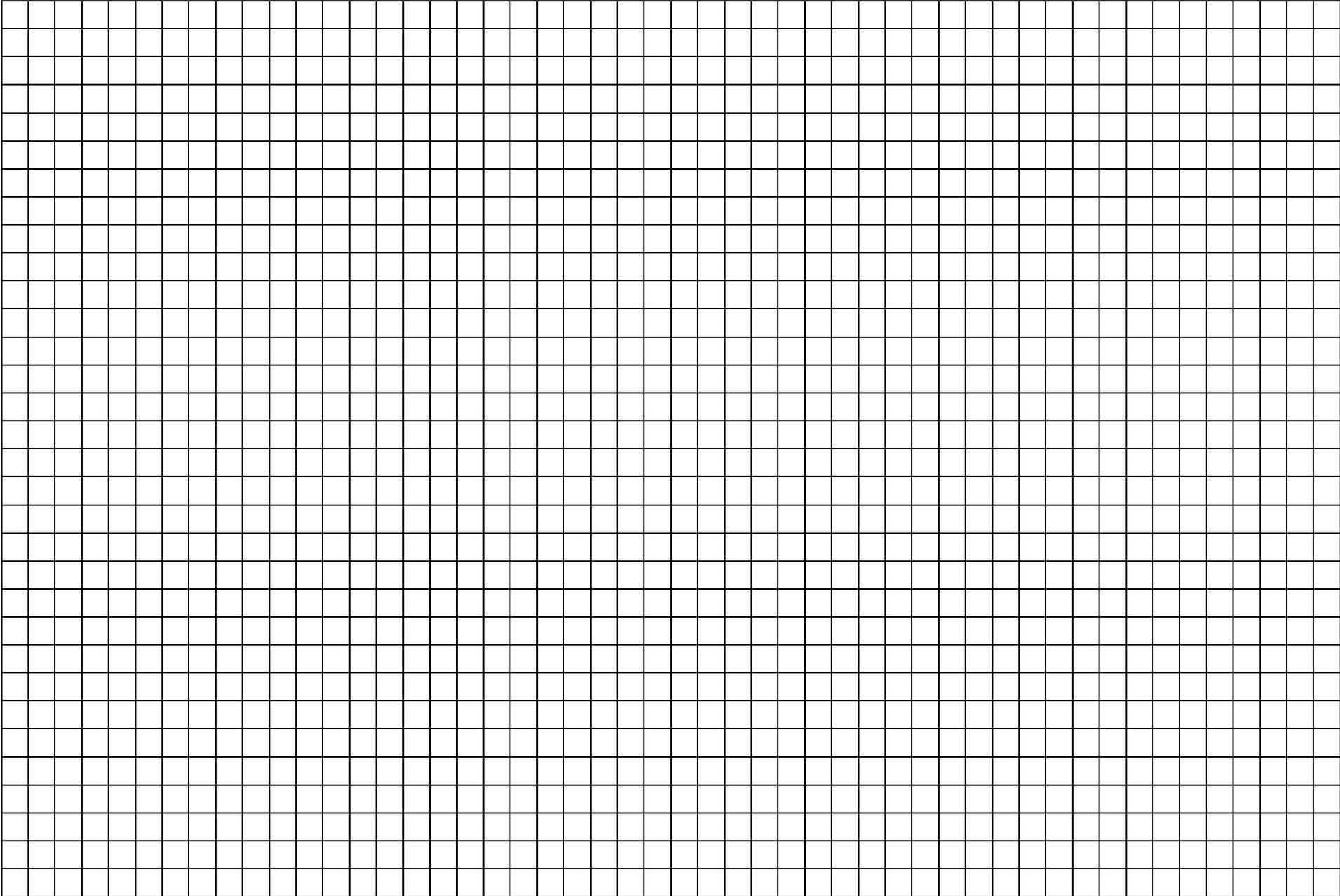
The work detailed on the permit must be completed within one year of issuance or the permit shall be automatically deemed null and void. The Zoning Administrator is authorized to extend that period of time for good cause shown. Data furnished on this application form is public information.

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 March 1, 2024

ZONING PERMIT/LAND USE PERMIT

Accessory Structure or Accessory Structure Addition	\$75.00
Dwelling	\$200.00
Dwelling Addition	\$100.00
Dwelling Deck	\$75.00
Commercial/Industrial Building (primary)	\$300.00
Commercial/Industrial Addition (primary)	\$200.00
Commercial/Industrial Accessory Structure (or addition)	\$200.00
Signs: On Site	\$50.00
Signs: Off Site	\$150.00
Handicap Ramp	No fee
Shoreland Alterations – Zoning Permit	\$150.00
Tower (Communications)	\$150.00
Tower Antennas/Antenna Replacement	\$100.00
Borrow Pit	\$100.00
Vacation Rental	\$150.00
Conditional or Interim Use	(Includes Recording Fee) \$650.00
Variance	(Includes Recording Fee) \$650.00
Variance from Ordinary High Water Level Setback	(Includes Recording Fee) \$1000.00
Appeal of Administrative Decision	(Includes Recording Fee) \$650.00
Rezoning/Zoning Amendment–Residential/Agriculture	(Includes Recording Fee) \$500.00
Rezoning/Zoning Amendment–Commercial/Industrial	(Includes Recording Fee) \$600.00
New or Replacement E-911 Address Fee	\$100.00
After-the-Fact – 1 st Notice	2X Permit Fee
After-the-Fact – 2 nd Notice	4X Permit Fee
After-the-Fact – 3 rd Notice	6X Permit Fee

SUBDIVISIONS

Administrative Subdivision – Create up to 4 lots	\$100.00 per lot
Administrative Subdivision – Lot Line Adjustment	\$100.00 per lot
County Surveyor Review Fee – if required	\$75.00+ mileage
Minor Subdivision	\$200.00 + \$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	\$50.00

SEWER PERMIT

0 - 1,000 GPD – Drainfield/Bed	\$250.00
0 - 1,000 GPD – Mound/At Grade	\$300.00
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	\$200.00*

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	\$100.00
Banking Application	\$500.00
Delineation Review	\$100.00
Replacement Plan <10,000 sq. ft.	\$200.00
Replacement Plan 10,000 sq. ft. – 1 acre	\$300.00
Replacement Plan - over 1 acre	\$500.00 per acre
After-the-Fact	Double

WATER TESTING

First Test	\$50.00
Each Additional Test	\$10.00 each
Water Pickup	\$75.00
Water Pickup and Sewer Compliance	\$250.00*
Lead Test	\$50.00

*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, City of Carlton 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.