

**TODD TOWNSHIP**  
**APPLICATION FOR CONSTRUCTION SITE PERMIT**

Attn: Todd Township Zoning Administrator

**\*\*\*SEE ATTACHED CORRESPONDING NUMBER KEY FOR EXPLANATIONS\*\*\***

1. Property Owner's Name _____	2. Telephone Number _____
3. Email Address _____	
4. Address of Property _____	
5. <b>Mailing</b> Address _____	
6. <b>Parcel I.D. Number</b> _____	7. Township _____
8. Section _____	
9. Legal Description (can attach proof of ownership) _____	

10. Project Description: \_\_\_\_\_  
 If proposed structure is intended to house livestock, including horses, **STOP HERE**, and contact Zoning Administrator at the number above)

11. Contractor's Name/License Number: \_\_\_\_\_ Telephone # \_\_\_\_\_

12. Lot Dimensions: \_\_\_\_\_

13. Lot Area: \_\_\_\_\_

*\*If application is for more than one structure, indicate the setbacks from each structure.*

	<b>Existing</b>	<b>Proposed</b>
14. House Dimensions:		
15. House Area (including attached garage):		
16. # of Accessory Structures (including detached garage):		
17. Area of All Accessory Structures:		
18. Deck(s) Dimensions:		
19. Total Area of All Decks:		
20. Area of Driveway:		
21. Area of Sidewalks, Patios, etc.:		
22. Lot Coverage (from Lot Coverage Calculation Worksheet):		
23. Number of Bedrooms:		
24. Sidewall Height (including Dormers):		
25. Building Height:		
26. Rear Setback:		
27. Side Setback (1):		
28. Side Setback (2):		
29. Encroachments (Easements, etc.):		

30. Road Right of Way Setback:		
31. Road Centerline Setback:		
32. Distance to Septic Tank: (10 ft. minimum)		
33. Distance to Drainfield: (20 ft. minimum)		
34. Distance to Feedlots:		
35. Distance to Wetlands:		
36. Project Will Disturb More Than One Acre (43560 ft <sup>2</sup> )?		

**\*\*\*ANY PROJECT CHANGES MADE AFTER RECEIVING YOUR PERMIT MUST BE\*\*\*  
**DOCUMENTED ON THE ORIGINAL PERMIT OR AFTER-THE-FACT FEES MAY APPLY.****

37. For Agricultural Construction - If this structure is intended to house livestock, including horses, a feedlot permit shall be required according to Section 6.7.4 of the Hubbard County Zoning Ordinance (# 439).

38. For Non-Agricultural Construction in Agriculturally Zoned Areas - If this non-agricultural structure is to be constructed within an agriculturally zoned area, it is important to realize that at times, there may be: odor from livestock operations and manure applications; noise from farm equipment; and occasional soil, mud or manure left on roads throughout the year.

40. **Agreement:** I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions, and to abide by all the ordinances of Todd Township and Hubbard County regarding actions taken pursuant to this application. Any plans submitted herewith shall become part of the permit application. This application shall not be considered a complete application until the applicant **has staked the proposed building site**. **Incomplete applications shall expire six (6) months from the date of application.** It is the responsibility of the applicant to obtain any other necessary permits from their Township. Signature of this application authorizes Environmental Services Staff to enter upon the property to perform needed inspections. Entry may be without prior notice.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*Township Approval*

Permit Conditions: \_\_\_\_\_

Septic Compliance (Attached): \_\_\_\_\_

\_\_\_\_\_  
 Date: \_\_\_\_\_  
 Township Signature

**FEE: \_\_\_\_\_ (NON-REFUNDABLE)**

Receipt Number: \_\_\_\_\_

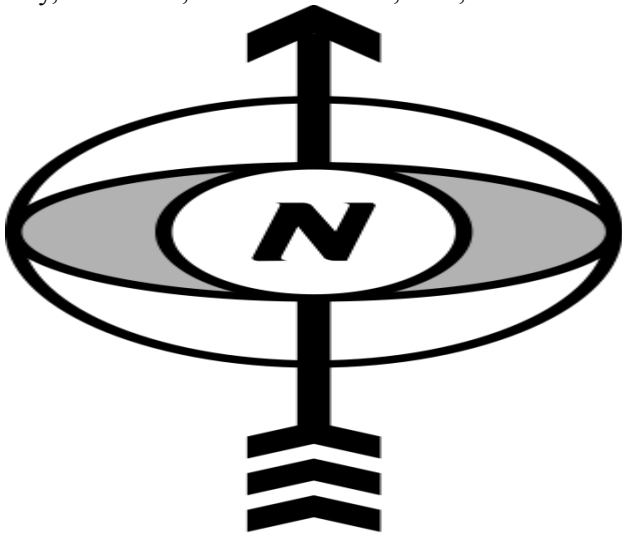
Parcel #: \_\_\_\_\_

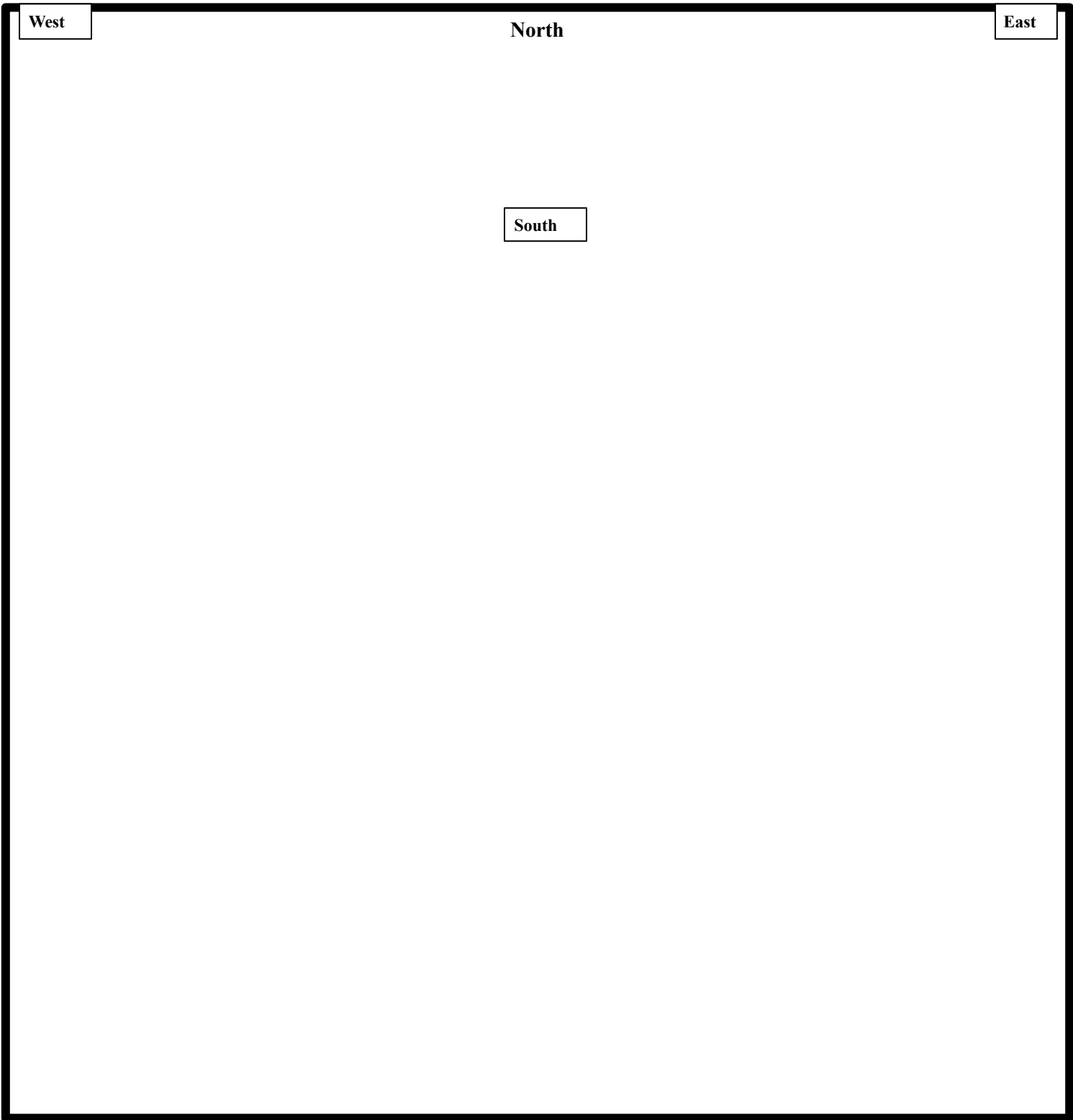
*Can use grid paper if desired for better measurements.*

### SITE PLAN

Indicate in the space below the following:

1. Dimensions of existing and proposed structures.
2. Setbacks from: OHWL (ordinary high-water level), front yard, rear yard, side yard, encroachments, road right-of-way, centerline, bluff. Easements, well, wastewater treatment system and any other structures should be shown.





Hubbard County Environmental Services reminds you that State and Federal Law prohibits the draining or filling of wetlands, unless specifically approved or exempted by the appropriate authorities. Hubbard County Environmental Services administers the Minnesota Wetland Conservation Act (WCA) and the U.S. Army Corps of Engineers administers Section 404 of the Clean Waters Act.

Filling or draining a wetland in violation of the Minnesota WCA or the Clean Waters Act can result in criminal penalties and fines. If a violation exists on a property, a restoration order may be issued that requires the property owner to restore the impacted wetland to its former condition (this may include the removal of buildings and all fill material in the impact area).

**As the applicant for this permit or project, you are responsible for determining whether any wetlands will be affected by this proposed project. If you believe there is potential for wetland impacts associated with your project, you are advised to contact Hubbard County Environmental Services before commencing any such work.**

### PERMIT APPLICATION KEY

1. Property Owner's Name: Print name of property owner. Applications will only be accepted from property owner or authorized agent.
2. Telephone Number: Print both home and work telephone numbers.
3. Email Address: Print email address(s) if you wish to correspond with staff this way.
4. Address of Property: Indicate property address. If you do not have a property address, leave blank and staff will assign an address.
5. Mailing Address: If property address is different from your mailing address, please indicate.
6. Parcel I.D. Number: Parcel I.D. number may be obtained from your property tax statement. It is in the upper right-hand corner. This number starts with the letter "R" followed by a ten-digit number (i.e. R xx. xx. xxxxx).
7. Township: Indicate township name.
8. Section: Section number may be obtained from tax statement, deed, or abstract.
9. Legal Description: Legal description may be obtained from tax statement, deed, or abstract. For example, Lot 2 Block 1, Blank Addition.
10. Project Description: Describe project. Include decks or accessory structures that are proposed to be built under this permit. Permits are valid for 1 year from date of issuance.
11. Contractor's Name/License Number: Indicate contractor's name and license number. 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. If you will be the general contractor, you are exempt from this requirement but are required to sign the attached waiver entitled "Building Permit Applicant: Property Owner".

### **STAKE PROPOSED STRUCTURES OR ADDITIONS PRIOR TO SUBMITTING PERMIT APPLICATION.**

### **THE FOLLOWING INFORMATION MUST BE INCLUDED ON SITE SKETCH FOR ALL PROPOSED AND EXISTING STRUCTURES.**

#### **Dimensions**

12. Lot Dimensions: Length and width of the lot.
13. Lot Area: Calculate lot area by multiplying the length of the lot times the width. However, if the length and width vary, as in the example, take the average length and width:

Parcel 175' \_\_\_\_\_  
 Date: \_\_\_\_\_

## LOT COVERAGE CALCULATION WORKSHEET

Lot coverage is limited to the following: **Residential and Agricultural – 20% and Commercial - 25% of the total lot.** The total **may not be larger than the maximum coverage calculation below!!** Please be advised that if you are over the lot coverage allowance, you must reduce your coverage or apply for a variance before your proposed project will be permitted.

**Instructions:**

Please calculate out all that apply to your situation. If an item does not apply, please leave it blank.

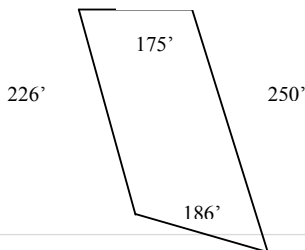
<b><u>Proposed Structure(s)</u></b>	<b><u>Length (ft)</u></b>	X	<b><u>Width(ft)</u></b>	=	<b><u>Total (ft<sup>2</sup>)</u></b>
_____	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
_____	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
_____	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )

**Existing Structure(s)**

House & Attached Garage	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
House Only	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
Attached Garage Only	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
Detached Garage	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
Accessory Structures	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
*storage sheds, pole sheds,	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
utility bldg., dog kennels,	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
water orientated structures	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
boat house, green house	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
Deck(s)	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
Driveway, Parking Areas, Aprons,	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
Boat Ramp (*asphalt, cement, gravel)	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
Sidewalk, Patio, Paving Stones	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
Landscaping (plastic under rocks)	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
Other	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )
	_____ (ft)	X	_____ (ft)	=	_____ (ft <sup>2</sup> )

	<b>Total</b>	=	_____ (ft <sup>2</sup> )
_____ Lot Area (ft <sup>2</sup> )	X	0.____	=
			_____ <b>Maximum coverage allowed (ft<sup>2</sup>)</b>

**Lot Area:** Calculate lot area by multiplying the length of the lot times the width. However, if the length and width vary, as in the example, take the average length and width:



Average Width: 175' + 186' = 361/2 = 181'  
 Average Length: 226' + 250' = 476/2 = 238'  
 Lot Size: (W) 181' \* (L) 238' = 43,078 square feet  
 Lot Area: 43,078 square feet

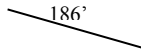
1 Acre = 43,560 ft<sup>2</sup>

**Please show lot area calculations!**

226'

250'

Average Width:  $175' + 186' = 361/2 = 181'$   
 Average Length:  $226' + 250' = 476/2 = 238'$   
 Lot Size: (W)  $181' * (L) 238' = 43,078$  square feet  
 Lot Area: 43,078 square feet



14. House Dimensions: Length and width of the house/principal structure. A principal structure is any structure that is not an accessory structure. For example, a residential dwelling is a principal structure. Only one house/principal structure is allowed on a parcel.
15. House Area: Calculate the area of the proposed or existing house/principal structure by multiplying the length times the width. Include area of attached garage if applicable.
16. Number of Accessory Structure and Dimensions: Indicate number of structures. Include length and width of proposed and existing accessory structure(s). An accessory structure is a structure on the same lot with, and incidental and subordinate to, the principal structure. For example, a detached building (garage) is an accessory structure.
17. Area of Accessory Structures: Calculate the area of proposed and existing accessory structures by multiplying the length times the width. Include area of detached garage if applicable.
18. Deck(s) Dimensions: Indicate dimensions of all decks.
19. Total Area of All Decks: Calculate area for each deck by multiplying the length times the width and add together.
20. Area of Driveway: Measure driveway length from the road right of way to the beginning of the driveway. Measure driveway width by measuring the width at the beginning, at the right of way, at the middle, and ¼ of the way from each end. Add the 5 measurements together and divide by 5 to get the average. Using the average, multiply by the driveway length and this will give you the area of the driveway.
21. Area of Sidewalks, Patios, Etc: Calculate area for each by multiplying the length times the width and add together.
22. Lot Coverage: Lot coverage is determined by dividing the area of a lot that is covered by impervious surfaces by the lot area. Impervious surfaces are surfaces that are highly resistant to infiltration by water. They include but are not limited to the following: houses, garages, driveways, sidewalks, decks, patios, parking pads or lots, landscaped areas, etc. The following are total lot coverages:  
  
 Agricultural – 20% of total lot coverage allowed  
 Residential – 20% of total lot coverage allowed  
 Commercial – 25% of total lot coverage allowed
23. Number of Bedrooms: Indicate number of bedrooms.
24. Sidewall Height: Indicate sidewall height.
25. Building Height: Indicate building height. Height is defined as the vertical distance between the highest adjoining ground level at the building or ten feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or height of the top of the highest gable of a pitched or hipped roof.
26. Rear Setback: On riparian lots, the rear yard setback is measured from the road right-of-way or centerline, whichever is more restrictive. On non-riparian lots, the rear setback is measured from the rear lot line. See #36 and #37 for explanation on how to determine the road right-of-way or centerline setback.
27. & 28. Side Setbacks: The side yard setback is measured from both side lot lines.
29. Encroachments (Easements): The following shall be permitted encroachments into setback requirements: 1) Flues, roof overhangs, awnings, bay windows and chimneys up to 2 feet in width; 2) Steps, sidewalks, stoops, and exposed wheelchair ramps up to 4 feet in width; 3) Recreational playground equipment for private use. Indicate any encroachments on site sketch.
30. Road Right-of-Way Setback: In some areas the road right-of-way is marked with a ROW marker. If a survey has been

completed and your property lines have been marked with survey pins, the pin located nearest the road would indicate the right-of-way. If you still cannot locate the right-of-way: 1) for township roads- contact your township and ask them to determine ROW; 2) For County roads-contact Hubbard County Public Works at 320-255-6180. Measure from this point to the closest point of the proposed structure or addition. On riparian lots, the road right-of-way or centerline setback, whichever is more restrictive, is also the rear yard setback. On non-riparian lots, the road right-of-way or centerline setback, whichever is more restrictive is also the front yard setback. Duplicate these numbers in the appropriate section.

31. Road Centerline Setback: Measure from the centerline of the road to the closest point of the proposed structure or addition. The more restrictive setback from the road right-of-way or centerline shall apply.
32. Distance to Septic Tank: Indicate distance from septic tank to proposed structure(s).
33. Distance to Drainfield: Indicate distance from drainfield to proposed structure(s).
34. Distance to Feedlots: If permit application is for a residential dwelling unit or an addition to a residential dwelling unit, indicate the approximate distance from nearest feedlots. Hubbard County Feedlot staff will be verifying that all setbacks are met during the application review process.
35. Wetlands: Indicate distance from wetland to proposed structure(s). Caution: standing water is not always present in wetlands. SEE WETLAND ADVISORY LITERATURE.
36. Even though disturbance may be less than 1 acre, if your parcel is part of a newer or larger subdivision, each individual lot may be required to obtain a National Pollutant Discharge Elimination System (NPDES) Permit through the Minnesota Pollution Control Agency.
37. Agricultural Construction: General information for housing animals.
38. Non-Agricultural Construction in Agriculturally Zoned Areas: General information.
39. Agreement: Please read agreement and date & sign application.
40. Township Approval: A valid township signature is required prior to construction.