

**TODD TOWNSHIP**  
**Application for Construction Site Permit**

<b>Site Address (E-911#):</b> _____	<b>E911 Address Needed?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Parcel Number (9 digits):</b> 27 . . . . .
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**Legal Description** (Lot, Block & Subdivision Name or attach full legal description):

**Property Owner Info:**

Name:		
Mailing Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Email:

**Applicant Info:**

Name:		
Mailing Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Email:

Applicant Is: <input type="checkbox"/> Same as Owner	<input type="checkbox"/> Building/Other Contractor	<input type="checkbox"/> Tenant/Leaseholder
<input type="checkbox"/> Buyer (Contract for Deed)	<input type="checkbox"/> Buyer – Purchase Agreement	<input type="checkbox"/> Option Holder <input type="checkbox"/> Other: _____

**Describe the Proposed Improvement/Project** (note type of structure(s), number of stories, any associated grading or landscaping associated with the project, and other relevant info not already mentioned): [Attach separate sheet, if necessary]

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).

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.

<b>General Contractor:</b>	MN License Number:	
Mailing Address:		
City:	State:	Zip Code:
Business Phone:	Cell Phone:	Fax Number:

<b>Excavator:</b>	Contact Person:	
Mailing Address:		
City:	State:	Zip Code:
Business Phone:	Cell Phone:	Fax Number:

<b>Septic System Contractor:</b>	Contact Person:	
Mailing Address:		
City:	State:	Zip Code:
Business Phone:	Cell Phone:	Fax Number:

**Type of Improvement(s) – check all that apply:**

<input type="checkbox"/> Addition	<input type="checkbox"/> Build New	<input type="checkbox"/> Demolish	<input type="checkbox"/> Move	<input type="checkbox"/> Mechanical Only	<input type="checkbox"/> Plumbing Only
<input type="checkbox"/> Interior Alteration/Repair (interior remodel, basement finish, etc...)			<input type="checkbox"/> Structural Alteration/Repair (exterior walls, roof replace, etc...)		<input type="checkbox"/> Maintenance (Replace siding, windows, shingles, doors)

**Detailed Structure Information:**

<u>Structure #1</u>	<u>Structure #2</u>	<u>Structure #3</u>																																																																																																						
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**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 may not be considered a complete application until the applicant has staked the proposed building site. It is the responsibility of the applicant to obtain any other necessary permits from the County, State, or other governmental agency with permitting authority. Signature of this application authorizes Todd Township Board members or the Zoning Administrator to enter upon the property at reasonable times during the application process and afterwards to perform needed inspections and verify compliance with requirements of any issued permit. Entry may be without prior notice. Incomplete applications shall expire six (6) months from the date of application. Approved applications shall expire twelve (12) months from the date of approval. The undersigned further states that there are no delinquent property taxes, special assessments, penalties, interest, and/or utility fees due on the parcel to which the application relates. Permit approval may be withheld if any such fees remain due on the property.

Signature of Applicant\*: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner Authorization for Applicant:** I/We, [Print Owner Name \_\_\_\_\_], property owner(s) of the legally described property below, do hereby authorize [Print Applicant Name \_\_\_\_\_], to act as my / our Agent and to negotiate and address all proceedings in relation to said application on my behalf. Owner agrees that all costs, charges, and decisions made by the above Agent on behalf of the Owner will be paid by the Owner. Should Owner or Applicant not pay said costs and charges, the Township reserves the right to place them on their taxes for recovery pursuant to M.S. 366.012 and/or M.S. 429.101.

Signature of Property Owner/Title Holder\* (required): \_\_\_\_\_ Date: \_\_\_\_\_

**Send Completed Permit Application To:**

**Todd Township Zoning Administrator**  
 Hometown Planning, 203 Broadway Street, Alexandria, MN 56308  
 Toll Free: (888) 439-9793 or Local Phone: (320) 759-1560 x101  
 Email: [oleson@hometownplanning.com](mailto:oleson@hometownplanning.com)

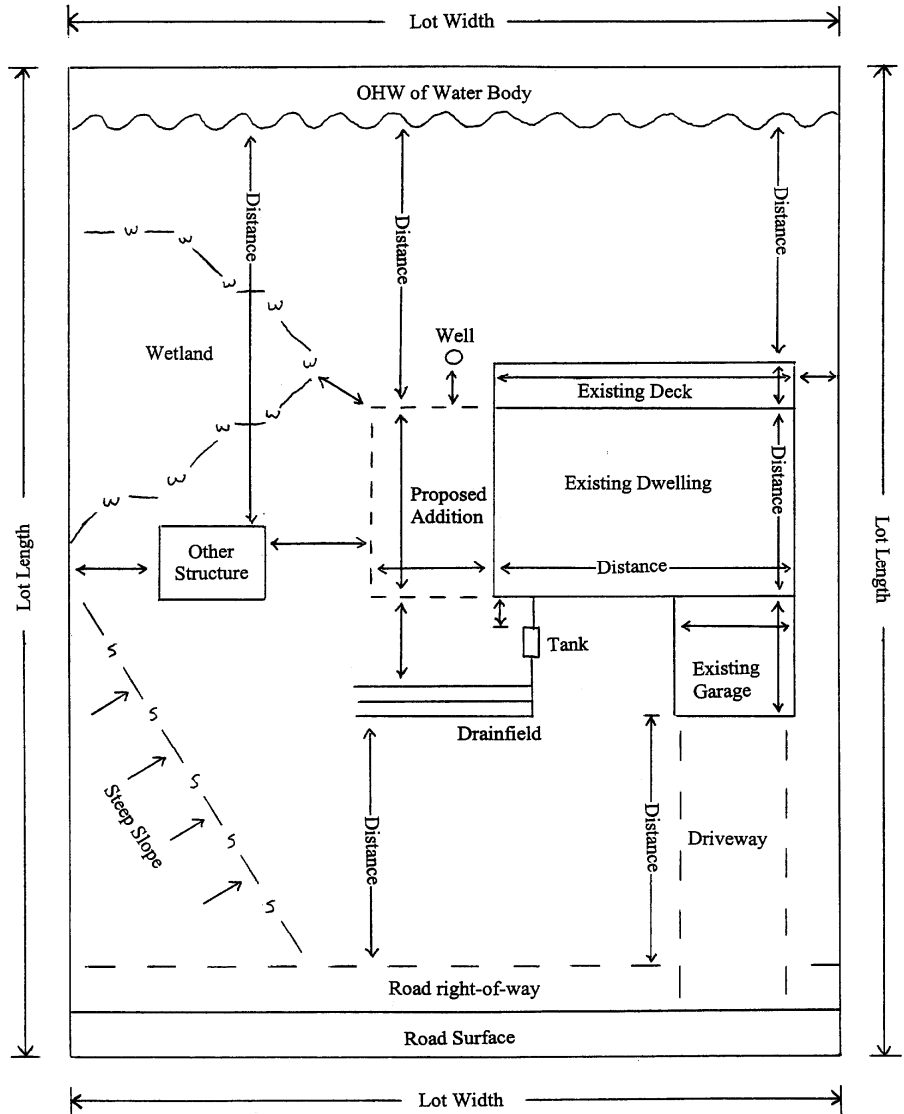
## SKETCH DRAWING INSTRUCTIONS

A sketch of your site plan is a required part of the permit application. Please attach on a separate sheet of paper. A sketch plan that does not provide sufficient information to determine compliance with applicable regulations may cause your application to be deemed incomplete.

### EXAMPLE SKETCH:

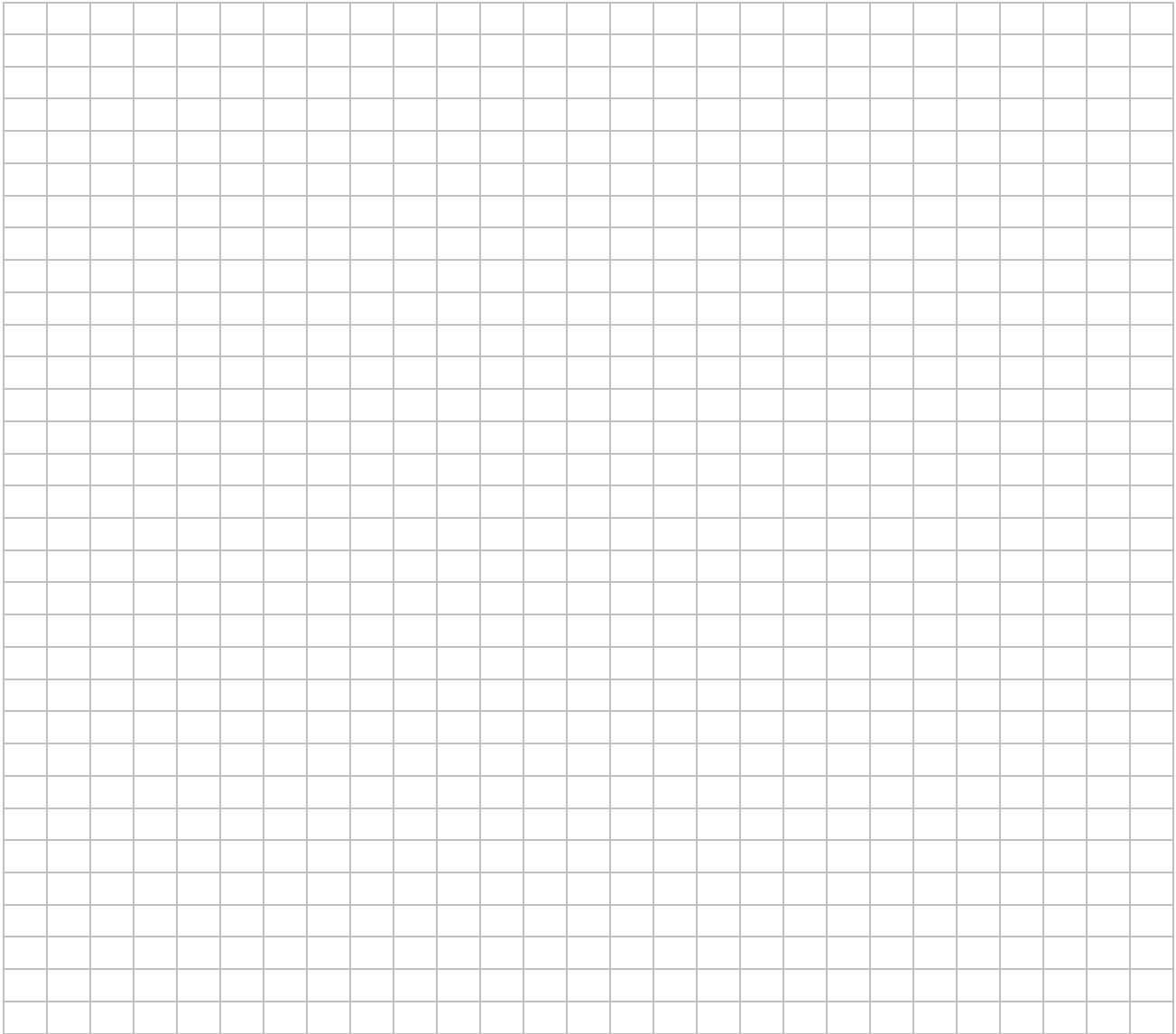
#### Required Information:

- North arrow
- Lot dimensions and size
- Waterbodies and wetlands
- Roads, right-of-ways, driveways and parking areas
- Existing Easements
- Existing structures, with outside wall dimensions
- Proposed structures, with outside wall dimensions
- All impervious (i.e. hard surfaced) structures not already identified (i.e. driveways, decks, patios, sidewalks, retaining walls, areas underlain with landscape fabric, etc...). Show dimensions.
- Well and septic system location, if applicable
- Bluff (>30% slope) or steep slopes (12-30%) and direction of slope, if applicable
- Setback distances from existing and proposed structures to lot lines, waterbodies, any part of a bluff, private sewers, wells, and road centerline.
- Other information that may be necessary or required by the Zoning Administrator to describe your proposed improvement. These may include:
  - Slope information (elevation contours)
  - Professionally delineated wetland boundaries
  - Professional survey showing, as required, property boundaries lot size and dimensions, impervious surfaces, topography or other information necessary to determine compliance with applicable regulations)



**REQUIRED LOT SURVEYS:** The Zoning Administrator will determine whether you are required to submit a property line survey. Generally, if it is unclear whether you will meet a required setback or impervious coverage limits, a property line survey will be required. If you already have had a property line survey completed, please submit a copy as part of your application to determine whether it is sufficient to avoid the need for another survey.

**SKETCH DRAWING (or attach separate sheet/aerial photo sketch)**



**Impervious Surface Calculation (attach additional sheet if necessary)**

**\*Note:** Include all roofed structures (including eaves), patios, decks, driveways, parking areas, retaining walls, stairways, sidewalks, propane tanks, landscaping underlain with fabric/plastic, etc...

List all <b>existing structures*</b> or other improvements on the property and their outside dimensions		List all <b>proposed structures*</b> or other improvements on the property and their outside dimensions:	
Type of Structure or Improvement	Footprint – incl. eaves (sq ft)	Type of Structure or Improvement	Footprint – incl. eaves (sq ft)
1.			
2.			
3.			
4.			
5.			
<b>Total</b>		<b>Total</b>	

**Total Lot Size** = \_\_\_\_\_ sq ft or acres

**Total Impervious Coverage** (Total Impervious / Total Lot Size) \* 100 = \_\_\_\_\_%

# WETLAND ADVISORY

Will your proposed project result in impacts to wetlands?

A wetland is a landscape feature transitional between terrestrial and aquatic systems where the water table is usually at or near the surface of the land or is covered by shallow water. The presence of surface inundation or saturation in a wetland results in a prevalence of wetland vegetation and specific characteristics developing in the soil. Wetlands may also be referred to as swamps, bogs, sloughs, nuisance-wet spots, low ground and others.

There are eight types of wetlands in Minnesota:

- ◆ Type 1 - Seasonally flooded basins or flats. Soil is covered with water or waterlogged during seasonal periods but is usually well drained during the growing season.
- ◆ Type 2 - Wet meadows. Soil is usually without standing water most of the growing season but is waterlogged within a few inches of the surface.
- ◆ Type 3 - Shallow marshes. Soils, which are usually waterlogged during the growing season and are often covered with up to 6 inches of water. Many have cattails and bulrushes and small open water areas.
- ◆ Type 4 - Deep marshes. Soils, which are usually covered with 6-inches to 3-feet of water during the growing season, many have cattails and bulrushes and small open water areas.
- ◆ Type 5 - Open water wetlands. Shallow water ponds and reservoirs with water 3 to 10 feet deep.
- ◆ Type 6 - Shrub swamps. Soil is usually waterlogged during the growing season and is often covered with as much as 6-inches of water.
- ◆ Type 7 - Wooded swamps. Soil is waterlogged at least to within a few inches of the surface during the growing season with as much as one foot of water. Occur mostly along sluggish streams and flood plains.
- ◆ Type 8 – Bogs. Soil is usually waterlogged and supports a spongy covering of mosses.

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.