

**CONSTRUCTION SITE PERMIT - COVER SHEET INSTRUCTIONS**  
**WARNING – PROCEEDING WITHOUT A PERMIT WILL INCUR FEES**

**ANY WORK WITHIN** Todd Township, which requires a permit, cannot be legally started until a permit is issued by the Todd Township Zoning Administrator. Any work done without said permit constitutes a misdemeanor punishable by fines of \$1,000.00 and/or 90 days in jail and three times after the fact permit fees. Pursuant to the Land Use Ordinance 2017-No. 3 adopted on July 10, 2017, the Zoning Administrator also has the authority to require restoration of any work done without a permit or beyond the work authorized by a permit and assess triple the application fee.

- 1. **WASTEWATER TREATMENT.** In conjunction with this application, a background check must be done to ensure that any subsurface sewage treatment system (SSTS) on this property is conforming to current standards. If a non-conforming system is found, a SSTS Permit must be applied from the Hubbard County Environmental Services, including a site evaluation and sewage treatment system design. The SSTS upgrade must be completed and a Certificate of Compliance issued within one year of the date that the system design is approved by the permitting authority.

For any SSTS installation, copies of a SSTS site evaluation and system design completed by a state licensed evaluator and designer must be included with this application. If this is addition to an existing structure that could be used as a n additional bedroom, a Certificate of Compliance must be obtained and submitted prior to a permit is issued. Contact Hubbard county Environmental Services at (218) 732-3890 for a list of licensed registered professionals. NOTE: A SSTS field evaluation must be submitted with a permit prior to any development.

- 2. **SITE PLAN.** A drawing must accompany each application with the following:
  - A. **Site Plan** – must show all existing and proposed buildings, giving all dimensions.
  - B. **Well & SSTS** – show the existing or future location of wells on parcel and all neighboring adjacent properties
  - C. **Accesses** – show all driveways, roads and highways that the property abuts
  - D. **Setback Information** – show all distances to road centerlines and road right-of-way, wells, SSTS, lakes that are man-made or otherwise any potential wetlands.
  - E. **Identify** – show and mark “existing” and/or “proposed” wells, buildings and structures and SSTS on site plan.
  - F. **Physically locate and mark property lines or corner parkers with stakes. Stake out areas of proposed buildings, SSTS and well(s).**

- 3. **NOTE: Any work** to be done between the building setback line and the shoreline of state protected water will require a shore land alteration permit.

- 4. **Accurate Information.** A permit is granted upon the express conditions that the person to whom it is granted, his agent, employees and/or workmen shall conform in all respects to all Township, County and State Ordinances, rules and regulations. **This permit may be suspended at any time upon violation of any Ordinance or if the information provided in this application is found to be misleading or inaccurate. A construction site permit is valid for one (1) year from the date of issuance.**

- 5. **Completed Application.** When you have completed the application and all accompanying plans, etc., mail, email or deliver it to the Zoning Administrator. A fee schedule is attached and the fee **MUST** accompany each application. Make check payable to “Todd Township”. For any questions, you can contact Todd Township at \_\_\_\_\_.

**I have read and fully understand the above instructions. I hereby swear that all information provided in this application is true and correct. 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.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date