

# Greenwood Township Land Use Permit Application

3000 County Rd. 77 • Tower, MN 55790

(218) 753-2231

[www.GreenwoodTownshipMN.com](http://www.GreenwoodTownshipMN.com)

Welcome to Greenwood Township!!

Through our Zoning Ordinance, we try to encourage the most appropriate uses of our lands to protect our community and its natural resources. This helps to ensure a sustainable community for generations to come. This application assists us, the landowner and the Town, ensure that we are creating the community we envisioned for a sustainable future.

Complete all required information according to instructions.	<b>1 – Research Requirements Prior to Application</b>
Please print clearly.	<b>2 – Review and Complete Application</b>
All application fees payable to Greenwood Township.	<b>3 – Sign Application and Attach Fees</b>
	<b>4 – Submit Application</b>
Please allow up to several weeks to process your permit application.	Greenwood Township Planning Director 3000 County Rd. 77 Tower, MN 55790

**Note: Incomplete Applications will be RETURNED.** You can review the zoning ordinance to determine the zoning requirements for your parcel(s). The entire ordinance can be accessed on our Township website at [www.GreenwoodTownshipMN.com](http://www.GreenwoodTownshipMN.com). A printed copy can be obtained via the web or at the Town Hall for a fee.

Please do not hesitate to contact the Planning Director at 218-780-9060 with any questions or assistance in completing this application.

# Land Use Permit Application

## Greenwood Township

3000 County Rd. 77, Tower, MN 55790  
(218) 753-2231

Office Use Only
Complete Application Rec'd _____
Payment Rec'd _____
Zoning District _____
Date Permitted _____
Permit Number _____
Date of Final Inspection _____

## Section 1: Site Information and Description

Address of Site: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Nearest Public Road: \_\_\_\_\_

Property Access (check one):  Frontage: (Public Road/Publicly Maintained)  Easement  
 Frontage: Public Road/Private Maintained  Other: \_\_\_\_\_

Lot Acres: \_\_\_\_\_ acres      Lot Area Square Feet (Lot width x lot depth): \_\_\_\_\_ Sq. Feet

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel ID for lot in which permit is being applied for (i.e. 000-0000-00000):

If there is more than one lot, list Parcel IDs for all other adjoining lots under the same ownership as above parcel:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Name of Applicant or Contractor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (If different from above): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No: \_\_\_\_\_ Other Phone No.: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## Section 2: Structure Data

Proposed Structure #1

### GENERAL PROJECT AND DESCRIPTION

(e.g. House, garage, addition, deck, etc.)

### The proposed structure is (√ one):

- New Structure
- Addition to existing structure
- Replacement of existing structure
- Temporary structure
- Move existing structure

### Type of Proposed Structure (√ one):

- New Residential Dwelling Construction
- Residential Dwelling Addition (deck, screen porch, etc.)
- Residential Accessory Structure (garage, sauna, boat house, etc.)
- Residential Accessory Structure Addition
- Foundation
- New Commercial Construction
- Commercial Addition, Accessory Structure or Storage
- Other: \_\_\_\_\_

### Use of the Structure (√ all that apply):

- Sleeping Quarters
- General Storage
- Living Quarters
- Watercraft
- Business Purposes
- Outdoor Recreation

### Structure Specifications (Exterior footprint only, if an Addition, then exterior footprint of addition only).

Maximum Length (ft.)	Maximum Width (ft.)	Total Square Area (sq. ft.)	Maximum Height (ft.)	Property Width at Building Site (ft.)

*Maximum height is measure from lowest ground level location surrounding structure to roof peak.*

*Property width at building site is the distance from one side to the other based upon proposed building location.*

Number of Stories (above ground)	Will there be a loft in the proposed structure?	Number of bedrooms in structure <u>PRIOR</u> to construction?	Number of bedrooms in structure <u>AFTER</u> construction?	Type of Foundation

*Types of foundations include basement, crawl space, slab, pier, walkout basement.*

### Plumbing (circle yes or no)

Is there any waste water plumbing on your property?	Yes	No
Is there any water supply plumbing on your property?	Yes	No
Will the proposed structure have any plumbing?	Yes	No
If yes, what type (waste water and/or water supply) and what is the plumbing?		

### Construction Project Type (√ one):

Do-it-Yourself	Hire a Contractor	Combination	Estimated Construction Cost
			\$

## Section 2: Structure Data

Proposed Structure #2

### GENERAL PROJECT AND DESCRIPTION

(e.g. House, garage, addition, deck, etc.)

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### The proposed structure is (√ one):

- New Structure
- Addition to existing structure
- Replacement of existing structure
- Temporary structure
- Move existing structure

### Type of Proposed Structure (√ one):

- New Residential Dwelling Construction
- Residential Dwelling Addition (deck, screen porch, etc.)
- Residential Accessory Structure (garage, sauna, boat house, etc.)
- Residential Accessory Structure Addition
- Foundation
- New Commercial Construction
- Commercial Addition, Accessory Structure or Storage
- Other: \_\_\_\_\_

### Use of the Structure (√ all that apply):

- Sleeping Quarters
- General Storage
- Living Quarters
- Watercraft
- Business Purposes
- Outdoor Recreation

### Structure Specifications (Exterior footprint only, if an Addition, then exterior footprint of addition only).

Maximum Length (ft.)	Maximum Width (ft.)	Total Square Area (sq. ft.)	Maximum Height (ft.)	Property Width at Building Site (ft.)

*Maximum height is measure from lowest ground level location surrounding structure to roof peak.*

*Property width at building site is the distance from one side to the other based upon proposed building location.*

Number of Stories (above ground)	Will there be a loft in the proposed structure?	Number of bedrooms in structure <u>PRIOR</u> to construction?	Number of bedrooms in structure <u>AFTER</u> construction?	Type of Foundation

*Types of foundations include basement, crawl space, slab, pier, walkout basement.*

### Plumbing (circle yes or no)

Is there any waste water plumbing on your property?	Yes	No
Is there any water supply plumbing on your property?	Yes	No
Will the proposed structure have any plumbing?	Yes	No
If yes, what type (waste water and/or water supply) and what is the plumbing?		

### Construction Project Type (√ one):

Do-it-Yourself	Hire a Contractor	Combination	Estimated Construction Cost
			\$

### Section 3: Existing Land Use (√ one):

\_\_\_ Residential \_\_\_ Commercial \_\_\_ Industrial \_\_\_ Agricultural \_\_\_ Home Business \_\_\_ Other: \_\_\_\_\_

### Section 4: Lot Area and Lot Coverage

1. Determine your lot area

Width (Ft.)	Depth (Ft.)	Lot Area (Width x Depth) sq.ft.

2. Determine existing amount of Lot Coverage. Includes all existing and proposed structures, driving and parking areas and all other impervious surfaces (sidewalks, etc).

Main Structure Sq. Ft.	Garage Sq. Ft.	Deck Sq. Ft.	Boathouse/Shed Sq. Ft.	Driveway & Parking Sq. Ft.	Other Structures Sq. Ft.	Other Sq. Ft.	Total (Add Columns) Sq. Ft. Lot

3. Determine your percentage lot coverage:

Total Sq. Ft. Lot Coverage from step 2	Divided by (÷)	Lot Area from step 1	X 100	Percent Lot Coverage

### Section 5: Shoreland Information

Is the property located within 1000 feet of a body of water? \_\_\_ Yes \_\_\_ No

If Yes, what type of water? \_\_\_ Lake \_\_\_ River \_\_\_ Stream

Name of Lake, River or Stream: \_\_\_\_\_ Lot Width at Shoreline: \_\_\_\_\_

Slope of Property: \_\_\_\_\_ %

The slope of your property is determined by taking the vertical distance in elevation (feet) from the ordinary high water level to the highest point of your property. Slope is calculated by dividing the vertical distance by the horizontal distance (x) time 100.

Elevation above Lake, River or Stream

	Of Unaltered Building Site	Of Lowest Floor/Basement
Proposed Structure #1		
Proposed Structure #2		

Elevation of Unaltered Building Site: Give the vertical distance from the highest point of your unaltered building site to the ordinary high water level. Elevation of Floor/Basement: Give the vertical distance from the lowest point of your proposed structure to the ordinary high water level.

## Shore and Bluff Impact Zone

On Lake Vermilion, the shore impact zone is the first 50' from the OWHL (Ordinary High Water Level).

**Shore Impact Zone:** The *Shore Impact Zone* is the land located between the ordinary-high-water-level (OHWL) of a public water body and an area setback from the OHWL between 37.5-150' (feet) depending upon lake, river, stream classification.

**Bluff Impact Zone:** The *Bluff Impact Zone* is the bluff and the land located within 20' (feet) from the top of the bluff. Any alterations and/or vegetation removal within the *Shore and Bluff Impact Zones* are management by federal, state, and local ordinances to protect water quality. Any development within these areas should be carefully planned and researched prior to construction.

Are you planning on removing any vegetation in the shore impact zone?  YES  NO

If yes, please describe:

Are you planning on doing any grading or excavating in the shore impact zone?  YES  NO

If yes, please describe:

**Shoreline Vegetative Survey:** The Lake Vermilion Plan requires a vegetative survey of vegetation in the first 75 feet from the Shoreline. As part of this application, you are required to submit one or more photos showing the vegetation in the first 75 feet from the shoreline. If the application is processed during the winter, your photos must be submitted by June 15 the following summer or your permit could be revoked.

## Section 6. Environmental

Does the property have any low areas with standing water (for more than one week during May 1 and September 15)?

Yes  No If yes, do you intend to drain, fill or otherwise alter this area for any reason?  Yes  No

If yes, please explain:

## Types of Waste Water and Water Supply Systems on Property (check applicable ones)

Type of Waste Water System	Type of Water Supply System
Septic System	Well water
Holding Tank	Lake water
Privy	
Composting Toilet	

Do you have recent permits or certificates for your Waste Water System?		
Permit-to-Construct	Yes	No
Certificate-of-Compliance	Yes	No
Certificate-of-Exemption	Yes	No

Please check which types of waster and water supply systems you have on the property.

**You must attach a copy of your septic permit or certificate  
if you are proposing one of the following projects:**

General	Shoreland (Lots within 1000 feet of a body of water)	Lots less than 2.5 acres
Constructing a new dwelling or replacing an existing dwelling.	Any Shoreland accessory structures.	Any principle structure additions on lots less the 2.5 acres in size.
Adding a bedroom.	Any shoreland additions or principle or accessory structures.	Any addition to or new accessory structures on lots less than 2.5 acres.

COPIES OF YOUR SEPTIC PERMIT CAN BE OBTAINED BY CALLING  
ST. LOUIS COUNTY ENVIRONMENTAL SERVICES AT 218.749.0625.

**Since 1972, has there been any of the following?**

Variances or Conditional Use Permits issued on this property?     Yes     No     I Don't Know

If Yes, Please Explain: \_\_\_\_\_

Construction on this property since 1983?     Yes     NO     I don't know

If Yes, please explain: \_\_\_\_\_

Is there any business us on this property?     Yes     No     I don't know

If yes, please explain: \_\_\_\_\_

**Section 7: Site Planning Sketch Form**

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A COMPLETE sketch must be completed to graphically illustrate your proposed project(s). You must include all information as required on the sketch. A sketch form and sample are provided with this permit application.

**Section 8: Sign and Date**

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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 the provisions of Greenwood Township. 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 attachments hereto will serve to make this application and any resultant permit invalid. I authorize Greenwood Township staff to inspect the property to review the application and for compliance inspections.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Greenwood Township Site Plan Sketch

## About the Sketch:

The sketch is to graphically illustrate your proposed project(s). Include **all locations and labels** of wells, septic system, septic expansion area, driveway, access roads, wetlands, and areas of vegetation removal and grading. Also, **label the locations and sizes** of all existing and proposed structures and indicate **distances** to property lines, shore, road centerline, and others.

Side-yards are the side property lines.

Structure Type (e.g. House, Garage, Addition, deck, etc)

- Side-Yard Near<sup>1</sup>
- Side-Yard Far<sup>1</sup>
- Rear-Yard
- Distance to Shoreline
- Road Centerline

Proposed Structure #1

Garage

Proposed Structure #2

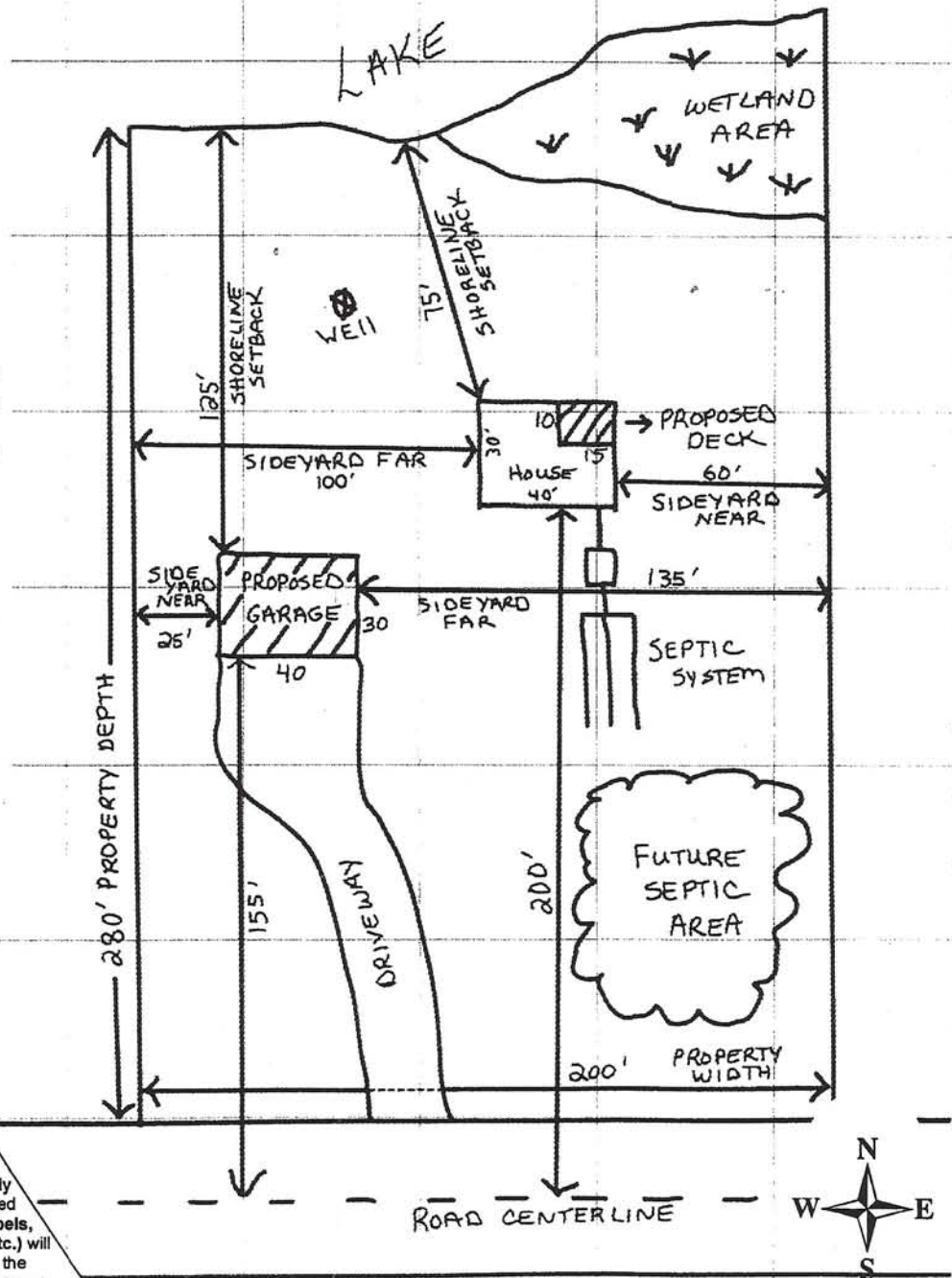
Deck

Project (Structural) Setbacks (Horizontal Distance)

25	Feet	 <p>Make sure ALL these distances and labels are on the Sketch</p>	60	Feet
135	Feet		100	Feet
-	Feet		-	Feet
125	Feet		75	Feet
155	Feet		200	Feet

## How to Draw a Site Sketch

- Step 1: Draw in roads and name
- Step 2: Draw lot boundaries and lengths
- Step 3: Draw and name wetlands, lake, streams, rivers.
- Step 4: Draw and identify existing structures (if any).
- Step 5: Draw and identify location of proposed structures.
- Step 6: Draw and identify driveways and/or other property access.
- Step 7: Identify and name distances of existing and proposed structure(s) from the shoreline, side-yard far, side-yard near, and road centerline.
- Step 8: Draw and name existing or proposed septic location and future expansion area.
- Step 9: Draw and name well location.



<sup>1</sup> See application guide for example

10 x 10 squares to the inch

Scale  
**50**  
Feet/Per Inch

A Correctly Completed Sketch (labels, distances, etc.) will Speed-up the Permitting Process

