



# Performance Standard Permit

## APPLICATION St. Louis County, Minnesota

Permit #

**About:** This application is used to apply for a Land Use Permit. Applicants will need to attach the appropriate worksheet(s) in order to process. For more information, see our website at: [www.stlouiscountymn.gov/land-use](http://www.stlouiscountymn.gov/land-use)

### PROPERTY IDENTIFICATION NUMBER (PIN) PIN is found on your Property Tax Statement

*Primary PIN																								Associated PIN																						
Associated PIN																									Associated PIN																					

E.g. 123-1234-12345. Primary PIN: Parcel where Structure/SSTS are located. Associated PIN: Additional and/or adjacent property that you own or that is related to the project. County Land Explorer: <https://gis.stlouiscountymn.gov/landexplorer/> Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005Iframe/>

### APPLICANT

*Applicant Name		I am a... <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Other	*Daytime #		Date
*Applicant Address			*City	*State	*ZIP
Applicant Email					
Contact Person <i>If applicable.</i>			Contact Person #		
Mailing Address <i>If different than above.</i>			City	State	ZIP
Email Address <i>Where to email permit. Providing an email address will expedite the time in which a permit is received by an applicant.</i>					

### SITE INFORMATION

<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is there a site address for this property? (If no, the application will be forwarded to 911/Communications to assign one.)
If yes above, please list site address:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this leased property? If yes, leased from: <input type="checkbox"/> MN Power <input type="checkbox"/> MN DNR <input type="checkbox"/> US Forest Service <input type="checkbox"/> St Louis County <input type="checkbox"/> Other
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Do you have written authorization from the leased property owner? If yes, you must attach written authorization form.
*How is the property accessed? <input type="checkbox"/> Public Road <input type="checkbox"/> Private Road <input type="checkbox"/> Easement <input type="checkbox"/> Water <input type="checkbox"/> Other		

### PROJECT INFORMATION

<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this project on a parcel less than 2.5 acres?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this project within 300 feet of a stream/river or 1,000 feet of a lake?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this project adding a bedroom? <b>Include home, garage, &amp; accessory dwelling.</b>
#	*Total # of bedrooms on property after project completion. <b>Include home, garage, &amp; accessory dwelling.</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Does this project include plumbing or pressurized water in proposed structure? If yes, please explain:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is the property connected to a municipal or sanitary district system?

If you answered "Yes" to any of the project information questions above, it is required that you submit a copy of a septic permit to construct or certificate of compliance approval or municipal/sanitary district approval when applying for a land use permit.

### AGREEMENT

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved. **Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid.** I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

**\*Indicates required field. Incomplete applications will be returned.**



# Performance Standard Permit WORKSHEET

St. Louis County, Minnesota

**About:** Land Use Permits are required for most building construction activities. They are also required for a variety of other uses. For more information, check out our website at: [www.stlouiscountymn.gov/land-use](http://www.stlouiscountymn.gov/land-use) A performance standard permit is authorization given for the continuation, improvement or replacement of a nonconforming structure, per state statute, without requiring a variance.

**WHAT ARE YOU APPLYING FOR** *Check all that apply to the project.* **PLEASE MAKE CHECKS TO: ST. LOUIS COUNTY AUDITOR**

**#1 New Buildings Less than/equal to 1,200 square feet-\$165**  
**Greater than 1,200 square feet-\$325**

Dwelling-Home, Mobile Home, Hunting Shack, or Cabin. (Includes attached deck, if applicable.)

Replacement of Existing Dwelling-Home, Mobile Home, Hunting Shack, or Cabin. Will the old dwelling be removed from the property?  Yes  No

*If yes, an affidavit must be filled out stating when the old dwelling will be removed.*

*If this dwelling is a mobile home, there is a special mobile home affidavit to be filled out.*

Accessory Dwelling-Guest cottage or bunkhouse. Must follow administrative standards.

Accessory Structure- Garage, Pole Building, shed, sauna, screenhouse or gazebo that either meets lake or river setback or not located in a shoreland area.

Water-oriented Accessory Structure-Boathouse, Sauna, Screenhouse/gazebo on a lake or river located at reduced shoreline setback. Must follow administrative standards.

Commercial Structure

Other Principal Structure

**#2 Other Construction/Change in Use-\$85**

Addition(s) to Dwelling  
 Is the dwelling location on a lake or river?  Yes  No  
 If Yes above, does the structure meet the required shoreline setback?  Yes  No  
 If No, structure does not meet the shoreline setback, a performance standard permit or variance may be required. See box #4 or #7.

Addition(s) to Accessory Structure

New Deck Only or Deck Replacement

Combination Addition(s) & Deck on the same structure

Moving a Structure

Sign

Structure Alteration or Component Replacement

Change in Use (i.e. converting an old cabin to storage)

What will the new use of the structure be?  
 Explain the current and proposed use.  
 Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

**Other-\$60**

Permit extension beyond 2 years

**#3 Subdivisions/Parcel Reviews**  
**Additional Worksheets Required**

Plat-Minor Subdivision-\$650

Conventional or Conservation Plat-Less than or equal to 3 lots-\$650

Conventional or Conservation Plat-Greater than 3 Lots-\$1,300

Lot Line Adjustment-\$85

Parcel Review-\$85

Performance Standard Subdivision-\$385

**#4 Performance Standard-\$385**  
**Additional Worksheets Required**

Borrow/Gravel Pit

Home Business

Land Alteration

Nonconforming Structure Replacement

Addition to a structure that does not meet shoreline setback

Other

**#5 Site Evaluation**

Site Visit/Evaluation-\$165

**#6 Wetland Reviews**  
**Additional Worksheets Required**

No Loss/Exemption/Replacement Plan-\$165

Wetland Delineation Review-\$385

Wetland Banking Plan Review-\$1,140

**#7 Public Hearings**  
**Additional Worksheets Required**

Administrative Appeal-\$1,275

Environmental Assessment-\$1,140

Conditional Use Permit-\$650

Conditional Use Permit Rehearing-\$210

Interim Use Permit-\$650

Interim Use Permit Rehearing-\$210

General Purpose Borrow Pit-\$650

Variance-\$650

Variance Rehearing-\$210

Multiple Hearing (Variance/conditional use)- \$980

Rezoning-\$650

**SIZE OF EXISTING STRUCTURE(S)**

*Structure Type (Same as box #1 or 2 above)	*Foundation Type (Basement, Slab, Pier, etc)	*Maximum Length (Exterior Footprint Only)	*Maximum Width (Exterior Footprint Only)	*Maximum Sq. ft (Exterior footprint only)	*Maximum Height (Ground Level to Roof Peak)
		Feet	Feet	Sq. ft.	Feet
		Feet	Feet	Sq. ft.	Feet
		Feet	Feet	Sq. ft.	Feet

**SIZE OF PROPOSED STRUCTURE(S)**

*Structure Type (Same as box #1 or 2 above)	*Foundation Type (Basement, Slab, Pier, etc)	*Maximum Length (Exterior Footprint Only)	*Maximum Width (Exterior Footprint Only)	*Maximum Sq. ft (Exterior footprint only)	*Maximum Height (Ground Level to Roof Peak)
		Feet	Feet	Sq. ft.	Feet
		Feet	Feet	Sq. ft.	Feet
		Feet	Feet	Sq. ft.	Feet

**\*Indicates required field. Incomplete applications will be returned.**



# Performance Standard Permit

## WORKSHEET St. Louis County, Minnesota

**About:** A category of uses that includes, but is not limited to: private airports, or other private transportation related uses for personal use.

### WHAT ARE YOU APPLYING FOR? *Check all that apply to the project.*

- |  |   |
|--|---|
| <input type="checkbox"/> New business  | <input type="checkbox"/> Transportation Use |
| <input type="checkbox"/> Expansion of existing business                      | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Replace existing business                           | If Other, please explain:                   |
| <input type="checkbox"/> Extractive Use-General Purpose Borrow (Gravel) Pit* |   |
- \*Additional worksheet required. It is not necessary to continue filling out the CUP worksheet form. Please see Extractive Use- General Purpose Borrow (Gravel) Pit Worksheet (attached).*

### ABOUT THE BUSINESS or USE

#### TYPE OF BUSINESS OR USE

How is the property currently being used?

What type of business/use is being applied for? (List all uses that will take place)

### TRAFFIC, PARKING, AND/OR DOCKAGE

Yes  No Will the proposal generate an increase in traffic? (Boat, snowmobile, truck, bus, car, etc.)

If Yes, estimated increase:  10 vehicles or less  11-25 vehicles  Greater than 25 vehicles

Yes  No Does the proposal require parking? (Please include employees, visitors, and other parking)

If Yes, how many parking spaces are available on the property?

### APPROVAL FROM LOCAL ROAD AUTHORITY REQUIRED

- Yes (Please attach approval letter)
- No

**SIGNAGE AND LIGHTING**

Yes  No Does your proposal include signage? (Include any off-site signs)

If Yes, please list number of signs, size, location, and illumination of each sign:

Yes  No Will there be lighting (including security lighting) that may be visible from roads, waterways, and adjacent properties?

If Yes, please explain:

**TYPE OF PROPOSED STRUCTURES** *Check all that apply to the project.*

No New Structures

<input type="checkbox"/> New Structure(s)	Structure Type	Foundation Type (Basement, Slab, Pier, etc)	Maximum Length (Exterior Footprint Only)	Maximum Width (Exterior Footprint Only)	Maximum Sq. ft (Exterior footprint only)	Maximum Height (Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
Other						
<input type="checkbox"/> Structure Additions	Structure Type	Foundation Type (Basement, Slab, Pier, etc)	Maximum Length (Exterior Footprint Only)	Maximum Width (Exterior Footprint Only)	Maximum Sq. ft (Exterior footprint only)	Maximum Height (Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
Other						

**OUTDOOR BUSINESS ACTIVITY** *Check all that apply to the project.*

Will there be any outdoor work or storage areas such as: rock piles, assembly sites, tank storage, equipment parking, etc?

Yes  No

If Yes, please explain:

**WASTEWATER TREATMENT**

Will wastewater will be generated?

Yes  No

If Yes, what type of system will be used to handle wastewater treatment?

Private Septic System

Municipal

Other, please explain:

**SOLID WASTE** Check all types of waste generated and describe how you will collect and store waste generated from the business below:

- |  |                                       |   |                                      |
|--|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Household Garbage       | <input type="checkbox"/> Animal Waste | <input type="checkbox"/> Hazardous        | <input type="checkbox"/> Radioactive |
| <input type="checkbox"/> Oil and Grease          | <input type="checkbox"/> Chemicals    | <input type="checkbox"/> Demolition Waste | <input type="checkbox"/> Other       |
| <input type="checkbox"/> Other Automotive Fluids | <input type="checkbox"/> Medical      | <input type="checkbox"/> Wood and Sawdust |                                      |

If Other, please explain:

Please describe collection and disposal:

\*Additional information may be required based on the scope of the project.

**STORMWATER MANAGEMENT**

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will there be more than one (1) acre of altered surface?         |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If Yes, do you have an MPCA NPDES permit? (Please attach permit) |

**REQUIRED ATTACHMENTS**

1. Site sketch.
2. Other information as deemed necessary by the Director.

**CONTACT:** Planning and Community Development Department

**Technical Assistance**  
Toll Free: 1-800-450-9777  
Land Use Information  
[www.stlouiscountymn.gov/land-use](http://www.stlouiscountymn.gov/land-use)

**Duluth**  
Government Services Center  
320 West 2<sup>nd</sup> Street, Suite 301  
Duluth, MN 55802  
(218) 725-5000

**Virginia**  
Government Services Center  
201 South 3<sup>rd</sup> Avenue West  
Virginia, MN 55792  
(218) 749-7103

**Office Use Only**  
Receipt # \_\_\_\_\_  
Receipt Date \_\_\_\_\_  
Payment Amount \_\_\_\_\_  
Paid By \_\_\_\_\_

# Site Sketch Form

The Sketch is to graphically illustrate your proposed project(s)

## Draw and Label on Sketch (in feet)

- \*All Structures on the Property and Dimensions
- \*All Driveways, Access Roads, and Wetlands
- \*All Proposed Structures and Dimensions

- \*Distance of Proposed Structures to Shoreline (Closest Point)
- \*Distance of Proposed Structures to Septic System and Tank
- \*Distance of Proposed Structures to Property Lines
- \*Distance of Proposed Structures to Road Centerline and Right-of Ways

You may submit your own site sketch **IF it has the required information indicated above.**

\*Applicant Name:

\*Site Address:

\*PIN:



\*\*\*Sanitary Authority Use Only\*\*\*

**Sanitary Review:** (To be determined by appropriate sanitary authority.)

Will the proposal, as shown below, negatively impact the SSTS/sanitary line or replacement area?  Yes  No

**Sign off:**

Signature \_\_\_\_\_ Title \_\_\_\_\_