





# Land Use 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)

**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

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

| <input type="checkbox"/> New Structure(s)    | *Structure Type<br>(Same as box #1 or 2 above) | *Foundation Type<br>(Basement, Slab, Pier, etc) | *Maximum Length<br>(Exterior Footprint Only) | *Maximum Width<br>(Exterior Footprint Only) | *Maximum Sq. ft<br>(Exterior footprint Only) | *Maximum Height<br>(Ground Level to Roof Peak) |
|--|--|---|--|---|--|--|
|  |  |   | Feet   | Feet  | Sq. ft.                                      | Feet   |
|  |  |   | Feet   | Feet  | Sq. ft.                                      | Feet   |
|  |  |   | Feet   | Feet  | Sq. ft.                                      | Feet   |
| <input type="checkbox"/> Structure Additions | *Structure Type<br>(Same as box #2 above)      | *Foundation Type<br>(Basement, Slab, Pier, etc) | *Maximum Length<br>(Exterior Footprint Only) | *Maximum Width<br>(Exterior Footprint Only) | *Maximum Sq. ft<br>(Exterior footprint Only) | *Maximum Height<br>(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.

**CONTACT:** Planning and Community Development Department

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

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

**Virginia-Planning & Community Development Department**  
 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 above, negatively impact the SSTS/sanitary line or replacement area?  Yes  No

**Sign off:**

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