

# Forest Township Site Permit Approval Procedure

## Introduction:

This procedure must be followed by all property owners who undertake construction in the Forest Township Conservation District. The Conservation District is all property not included in the Shoreland District. The Shoreland District is described as the first tier of riparian property from the OHW Mark to a depth of 267 feet on recreational development lakes, 400 feet on natural environment lakes, and 300 feet on all river classes. (Forest township Zoning Ordinance Section 7, Subdivision 1)

## Purpose:

The purpose of this procedure is to give property owners a simple and concise process for compliance with the Forest Township Conservation District Zoning requirements. It is intended to assure effective implementation of the Forest Township Zoning Ordinance with clear step by step procedural directions.

## Procedures:

1. Property owner submits Becker County Planning & Zoning Site Permit Application and appropriate fee to Forest Township Clerk, prior to any site work and preferably prior to submission to the County.
2. Forest Township Clerk initiates approval form; forwards Site Permit Application to Supervisor responsible for inspecting the site; and sends copy of the procedure and approval to the property owner.
3. Supervisor arranges site visit with property owner or property owner's representative to inspect and approve staked site.

**NOTE: Approval must be obtained from Township prior to any ground work or construction.**

4. Site Permit Application will be reviewed by Town board at next Township board meeting.  
( second Tuesday every month, Forest Town Hall 6:30 pm)
5. Property owner must notify Supervisor to arrange site visit after footings are in place.  
**(Supervisor will issue footing approval)**
6. Property owner must notify Supervisor to arrange final visit after construction is complete.
7. Forest Township Board will review final construction at next Town board meeting; issue final Approval ; and send copy to property owner