

Forest Township Site Permit Application 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 and is measured from the OHWL (ordinary high water level) landward 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 directions.

Procedures:

1. Property owner/ applicant submits the Forest Township Permit Application or the 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 forwards site permit application to Supervisor responsible for inspecting the site.
3. Supervisor arranges site visit with property owner/applicant to inspect the staked site. **NOTE: Site visit must occur by the Township Supervisor prior to any groundwork or construction.**
4. The Site Permit Application will be reviewed by the Town Board at the next Township Board meeting. (Second Tuesday every month, Forest Town Hall 6:30 pm.)
5. Property owner/applicant must notify Supervisor to arrange site visit after footings are in place. (Supervisor will issue footing approval.)
6. Property owner/applicant must notify Supervisor to arrange final visit after construction is complete.
7. Forest Township Board will review final construction at the next Town Board meeting; issue final approval; and send copy to property owner.

**FOREST TOWNSHIP
SITE PERMIT APPLICATION
For Non-Commercial Building**

Length of permit: The site permit will be valid for a period of one (1) year. If the exterior of the structure is not complete within one year, a one (1) time, one (1) year extension may be permitted upon request.

Parcel Number: _____ Property Address: _____

Property Owner: _____

Mailing Address: _____

Owner's Representative: _____

Local or Cell Phone: _____ Email: _____

Proposed Project:

_____ New Dwelling _____ Addition to Dwelling _____ Attached Garage
_____ Detached Garage _____ Deck _____ Porches _____ Storage Structure
_____ Addition to Non-Dwelling

Other: _____

Characteristics of Proposed attached/detached Dwelling/Dwelling Additions
Garage/Decks/Porches/sheds/other: (within the conservation district and measured
beyond 267 ft. landward from OHWL)

Dwelling: _____ ft. by _____ ft. Attached/detached structure: _____ ft. by _____ ft.

Setback from side lot lines _____ ft. and Rear lot line _____ ft.

Setback from road right of way _____ ft. Setback from drain field _____ ft.

Setback from OHWL _____ ft. Setback from septic tank _____ ft.

Sketch of Property:

1. **Sketch roadways adjacent to property- include driveways location.**
 2. **Indicate setback distances including distance to side lot line; rear lot line; OHW setback; septic tank; drain field.**
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Return completed permit application and permit fee to:

**Forest Township Clerk
48804 Marilou Drive
Ponsford, MN 56575**

**Forest Township
Site Permit Approval Form
(for supervisor/board use only)**

Applicants Name: _____

Applicants Address: _____

Parcel Number: _____

Parcel Address: _____

Local or Cell Phone: _____ **Email:** _____

Step 1

Date Site Permit Application received by Town Clerk: _____

Step 2

Date Site Application received by Supervisor: _____

Supervisors Name: _____

Step 3

Date Site Visit Completed: _____

Appears to meet specifications: **Yes** **No**

Step 4

Date of Town Board Review: _____

Step 5

Date Footings Inspected: _____

Approval: **Yes** **No**

Step 6

Date of Final Inspection: _____

Step 7

Date of Final Town Board Review: _____

Approval: **Yes** **No**

Signatures: Chair: _____ **Date:** _____

Clerk: _____ **Date:** _____