INSTRUCTIONS TO APPLICANT

--WARNING-- PROCEEDING WITHOUT A PERMIT

Any work within the shoreland zone in Cass County which requires a permit cannot be legally started until a permit is issued by the Cass County Environmental Services Department. Any such work done without a permit constitutes a misdemeanor punishable by fines of $700 and/or 90 days in jail. The Environmental Services Director also has the authority to require restoration of any work done without a permit or beyond the work authorized by a permit and will assess double the additional application fee.

1. All items must be completed before this application will be processed.

2. A site plan must accompany each application.
   a. The site plan must show all existing buildings, lot lines and dimensions.
   b. Well and septic systems.
   c. Driveways, roads & highways.
   d. Pertinent information such as distance to lake, width of project, height of ice ridge, etc.
   e. If topography is unusual, show elevation levels.
   f. Show "Proposed Project Area".
   g. Indicate North point and slope of land.

3. A Permit application for the intended use must accompany the Variance application. If the Variance is denied, the permit fee will be refunded.

4. A $450.00 + $46.00 Rec Fee = $496.00 fee must accompany each variance application. Make check payable to the Cass County Treasurer.

5. Accurate property descriptions (Parcel ID#) must be given and these are usually found on your tax statement or deed. Applicant must own property, have a valid lease, a purchase agreement or be an authorized representative.

6. PLEASE INCLUDE YOUR PROPERTY ADDRESS or directions to property from a prominent point or landmark on the application in order for the zoning inspectors to find your property.

7. Locate and mark property lines or corner markers on the ground. Stake out the area of proposed project so that it is readily apparent to the inspector.

8. When you have completed the application and all accompanying plans, etc., mail or deliver it in person to the Environmental Services Department, Cass County Courthouse, PO Box 3000, Walker, MN 56484 along with the fee.

9. Accurate information must be given, as permits are granted on the express conditions that the person to whom it is granted, his agent, employees and workmen shall conform in all respects to the Cass County Land Use Ordinance. This permit may be revoked at any time upon violation of the ordinance.

10. You will be notified by mail as to the date and time of the hearing on your application.

11. The applicant is responsible for securing any other local, state, or federal permits that may be required. NOTE: If this application involves work in wetlands, additional permits and approvals will be required to comply with the Minnesota Wetlands Conservation Act and Army Corps of Engineers Regulations.

I have read and fully understand the above instructions. I hereby swear that all information provided in this application is true and correct.

________________________________   ____________________
APPLICANT SIGNATURE DATE
Variance Application Permit

Parcel ID # _______________________________
Applicants Name__________________________
Applicant is: Owner: ______ Agent_________
Property Owner: _________________________
Mailing Address: __________________________
City, State, Zip: ___________________________
Day Time Phone: __________________________
Township: _______________________________
Section _____ Twp: _____ Rg:_____________
E-911 Address: ____________________________
Lake, River, Stream________________________
Classification: ____________________________
Legal Description: _________________________
_____________________________________________________________________________
Property Owners Signature        Date
_____________________________________________________________________________
Applicants Signature (if different than Owner)
Applicant assisted by:
_____________________________________________________________________________
Applicant & MN/DNR notified:
_____________________________________________________________________________
Filing Acknowledgement by:
_____________________________________________________________________________

Date of hearing:
_____________________________________________________________________________
This Variance Application is hereby
Approved: _______ Denied: _______
By the Cass County BOA / PAC
Date: __________________________
By_________________________

Property Information:
Property Became Lot of Record_______
Lot Width: _________________________
Lot Depth: _________________________
Water Frontage: ____________________
Total Acres: _______________________
ROW Setback _____ Lake Setback _____
Property Line Setback ______________
Building Height: ____________________

Previous Owner: _______________________
Year Sold: __________________________
Year ISTS installed: _________________
Date of Last Inspection:_______________
Section of Ordinance: ________________
Requested Use: _______________________

EMAIL:________________________________________________________________________

PLEASE PRINT
I hereby certify and agree that the above sketch accurately represents the work to be done in conjunction with this permit or restoration order.

APPLICANT OR AGENT SIGNATURE: ____________________________________________

DATE: ________________________________