

**CORINNA TOWNSHIP, MN**  
**Land Use/Building Permit Application**

<b>Site Address (E-911#):</b> _____	<b>E911 Address Needed?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Parcel Number (12 digits):</b> 206 - _____ - _____
--	---	--

**Legal Description** (Lot, Block & Subdivision Name or attach full legal description):

**Property Owner Info:**

Name:		
Mailing Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Email:

**Applicant Info:**

Name:		
Mailing Address:		
City	State:	Zip Code
Home Phone:	Cell Phone:	Email:
Applicant Is:	<input type="checkbox"/> Owner	<input type="checkbox"/> Licensed Contractor
	<input type="checkbox"/> Design Prof.	<input type="checkbox"/> Contract Buyer
	<input type="checkbox"/> Other:	_____

<b>General Contractor:</b>	<b>MN Lic. #:</b>	<b>Lead Abate. Lic. #:</b>
Mailing Address:		
City	State:	Zip Code:
Business Phone:	Cell Phone:	Email:

<b>Design Professional/Architect:</b>		
Mailing Address:		
City	State:	Zip Code:
Business Phone:	Cell Phone:	Email:

**Lot Information:**

Lot Size (sq ft or acres) _____	Within 1000 ft of lake? <input type="checkbox"/> Yes <input type="checkbox"/> No	Lake Name _____	Width at lake/rear _____	Width at road _____
Road frontage is: <input type="checkbox"/> State Hwy <input type="checkbox"/> County Rd <input type="checkbox"/> Town Rd <input type="checkbox"/> Private Rd	Zoning District: <input type="checkbox"/> AG <input type="checkbox"/> A/R <input type="checkbox"/> R-2a <input type="checkbox"/> R-2 <input type="checkbox"/> R-1 <input type="checkbox"/> S-3 <input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> I-1			

**Structure Setback Information (feet):**

Setback from lake (ord. high water mark) is: _____ ft	Setback from bluff (if present) is: _____ ft
Elevation of lowest floor above (if applicable): Highest Known Water Level: _____ ft ; 100-year Flood Elevation : _____ ft	
Setback from road(s) (centerline) are: _____ ft and _____ ft	Setbacks from Side Yard are: _____ ft and _____ ft

**Type of Improvement(s) – check all that apply:**

<input type="checkbox"/> Addition	<input type="checkbox"/> Build New	<input type="checkbox"/> Demolish	<input type="checkbox"/> Move	<input type="checkbox"/> Mechanical Only	<input type="checkbox"/> Plumbing Only
<input type="checkbox"/> Fireplace	<input type="checkbox"/> Re-side	<input type="checkbox"/> Re-roof (no structural change)	<input type="checkbox"/> Re-roof (structural/pitch change)	<input type="checkbox"/> Chimney	
<input type="checkbox"/> Interior Alteration/Repair (interior remodel, finish basement, etc...)	<input type="checkbox"/> Replace Windows/Doors	<input type="checkbox"/> Pre-1978 Construction (note lead abatement lic # above)	<input type="checkbox"/> Other (specify): _____		

**Variance/Conditional/Interim Use Permit (if applicable – attach documentation):**

Variance granted on (date): _____	Conditional/Interim use permit granted on (date): _____
-----------------------------------	---

**Structure Information:**

<u>Structure #1</u>			<u>Structure #2</u>			<u>Structure #3</u>		
<b>Type of Structure:</b>		<b>Use:</b>	<b>Type of Structure:</b>		<b>Use:</b>	<b>Type of Structure:</b>		<b>Use:</b>
<input type="checkbox"/> Dwelling	<input type="checkbox"/> Residential		<input type="checkbox"/> Dwelling	<input type="checkbox"/> Residential		<input type="checkbox"/> Dwelling	<input type="checkbox"/> Residential	
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Comm/Indus		<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Comm/Indus		<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Comm/Indus	
<input type="checkbox"/> Storage Building	<input type="checkbox"/> Home Business		<input type="checkbox"/> Storage Building	<input type="checkbox"/> Home Business		<input type="checkbox"/> Storage Building	<input type="checkbox"/> Home Business	
<input type="checkbox"/> Detach. Garage	<input type="checkbox"/> Other		<input type="checkbox"/> Detach. Garage	<input type="checkbox"/> Other		<input type="checkbox"/> Detach. Garage	<input type="checkbox"/> Other	
<input type="checkbox"/> Attached Garage		<b>Foundation:</b>	<input type="checkbox"/> Attached Garage		<b>Foundation:</b>	<input type="checkbox"/> Attached Garage		<b>Foundation:</b>
<input type="checkbox"/> Open Deck	<input type="checkbox"/> Basement		<input type="checkbox"/> Open Deck	<input type="checkbox"/> Basement		<input type="checkbox"/> Open Deck	<input type="checkbox"/> Basement	
<input type="checkbox"/> Roofed Deck	<input type="checkbox"/> Walkout?		<input type="checkbox"/> Roofed Deck	<input type="checkbox"/> Walkout?		<input type="checkbox"/> Roofed Deck	<input type="checkbox"/> Walkout?	
<input type="checkbox"/> Enclosed Porch	<input type="checkbox"/> Slab-on-Grade		<input type="checkbox"/> Enclosed Porch	<input type="checkbox"/> Slab-on-Grade		<input type="checkbox"/> Enclosed Porch	<input type="checkbox"/> Slab-on-Grade	
<input type="checkbox"/> Patio	<input type="checkbox"/> Piers		<input type="checkbox"/> Patio	<input type="checkbox"/> Piers		<input type="checkbox"/> Patio	<input type="checkbox"/> Piers	
<input type="checkbox"/> Other	<input type="checkbox"/> Other		<input type="checkbox"/> Other	<input type="checkbox"/> Other		<input type="checkbox"/> Other	<input type="checkbox"/> Other	
_____	_____	_____	_____	_____	_____	_____	_____	_____
# of Stories above bsmnt	Footprint	Roof Pitch	# of Stories above bsmnt	Footprint	Roof Pitch	# of Stories above bsmnt	Footprint	Roof Pitch
_____	_____	_____	_____	_____	_____	_____	_____	_____
# Bedrooms	# Baths	Eave Width	# Bedrooms	# Baths	Eave Width	# Bedrooms	# Baths	Eave Width
_____	_____	_____	_____	_____	_____	_____	_____	_____
Estimated Cost:	Plumbing in Structure?		Estimated Cost:	Plumbing in Structure?		Estimated Cost:	Plumbing in Structure?	
\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Grading/Lot Preparation**

Project will involve grading/reshaping: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of material to be moved (cubic yards): <input type="checkbox"/> 0-10 cu yds <input type="checkbox"/> 10-49 cu yds <input type="checkbox"/> 50-500 cu yds <input type="checkbox"/> Over 500 cu yds
Describe Temporary Erosion Control Measures to be implemented (check all that apply): <input type="checkbox"/> Silt fence <input type="checkbox"/> Straw/Other Mulch <input type="checkbox"/> Erosion Blanket <input type="checkbox"/> Biorolls <input type="checkbox"/> Berm <input type="checkbox"/> Temporary Sediment Basin <input type="checkbox"/> Other _____	Describe how vegetation will be re-established (check all that apply): <input type="checkbox"/> Sod <input type="checkbox"/> Hydroseed <input type="checkbox"/> Hand seed <input type="checkbox"/> Other _____

**Describe the Proposed Improvement/Project** (any other relevant information not already mentioned):


Signature of Applicant*: _____	Date: _____
Signature of Title Holder*: _____	Date: _____

\* By signing, the applicant or agent hereby makes application for a permit to construct as herein specified, agreeing to do all such work in strict accordance with all Corinna Township and other applicable ordinances or federal and state laws. Applicant or agent agrees that site plan, sketches, and other attachments submitted herewith and which are approved by the Corinna Township Zoning Administrator are true and accurate, and shall become part of the permit. Applicant or agent agrees that, in making said application for a permit, applicant grants permission to Corinna Township's designated zoning or building inspection officials, at reasonable times during the application process and thereafter, to enter applicant's premises covered by said permit, to determine the feasibility of granting said permit or for compliance of that permit with any applicable township, state, or federal ordinances or statutes. Applicant or agent understands that it is applicant's sole responsibility to contact any other federal, state, county or local agencies to make sure applicant has complied with all relevant Municipal, State, Federal or other applicable laws concerning applicant's project described above.

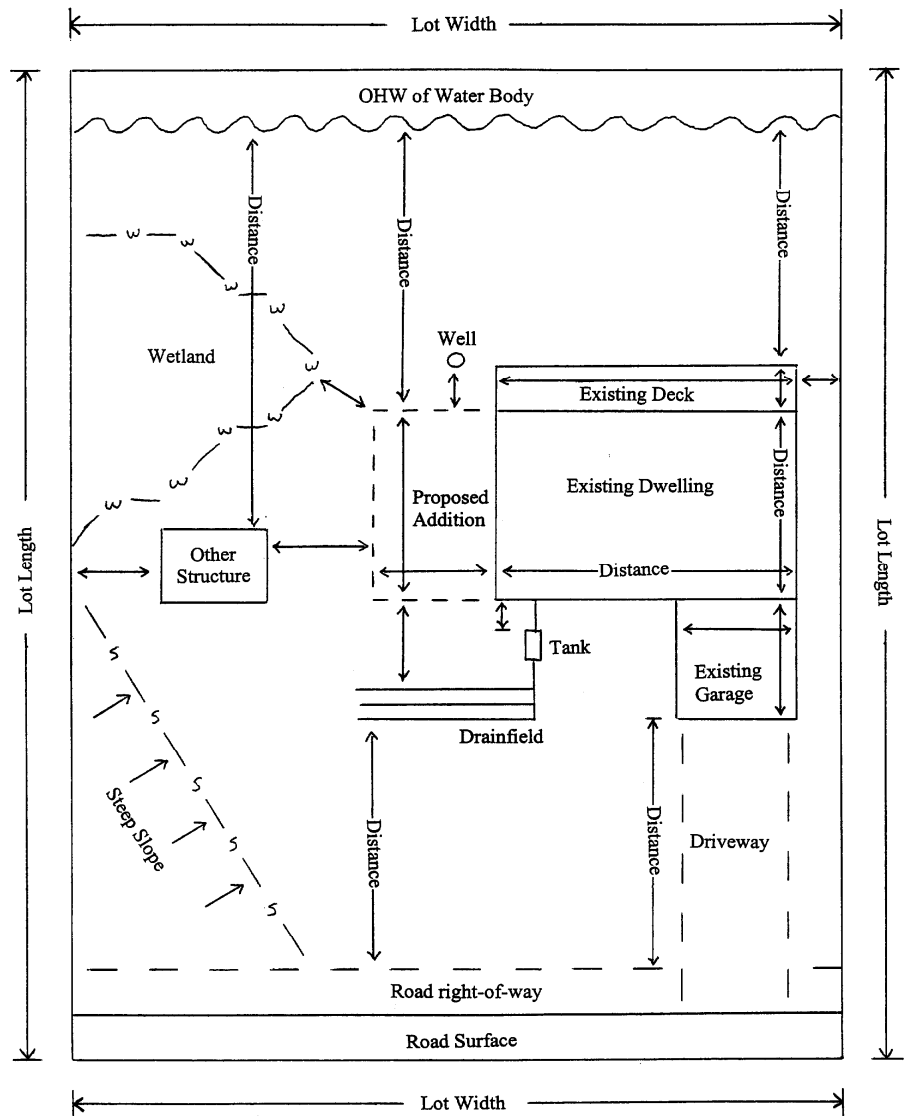
## SKETCH DRAWING INSTRUCTIONS

A sketch of your site plan is a required part of the permit application. Please attach on a separate sheet of paper.

### EXAMPLE SKETCH:

#### Required Information:

- ✚ North arrow
- ✚ Lot dimensions and size
- ✚ Waterbodies and wetlands
- ✚ Roads, right-of-ways, driveways and parking areas
- ✚ Existing Easements
- ✚ Existing structures, with outside wall dimensions
- ✚ Proposed structures, with outside wall dimensions
- ✚ All impervious (i.e. hard surfaced) structures not already identified (i.e. driveways, decks, patios, sidewalks, retaining walls, areas underlain with landscape fabric, etc...). Show dimensions.
- ✚ Well and septic system location, if applicable
- ✚ Bluff (>30% slope) or steep slopes (12-30%) and direction of slope, if applicable
- ✚ Setback distances from existing and proposed structures to lot lines, waterbodies, any part of a bluff, private sewers, wells, and road centerline.

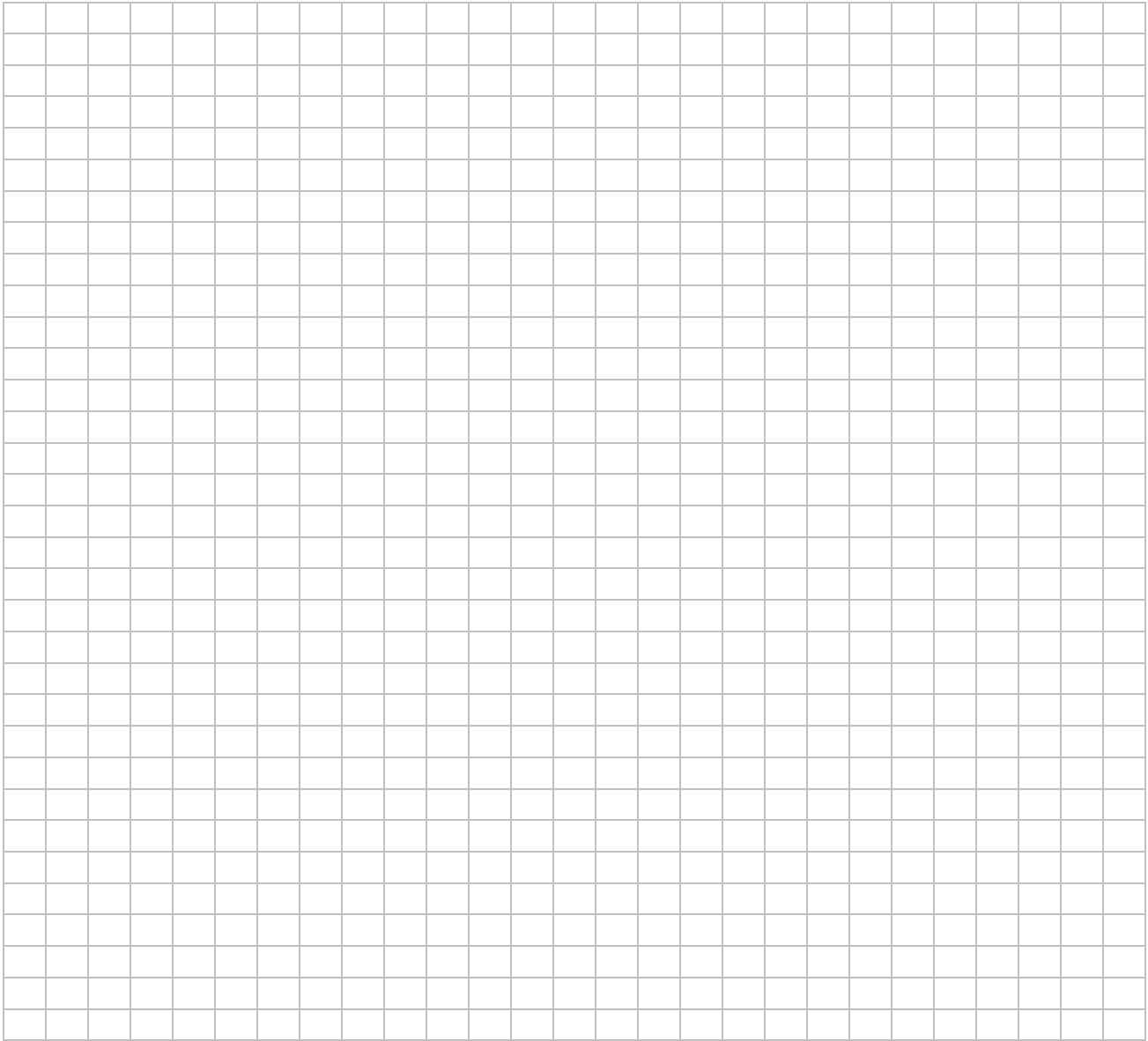


- ✚ Other information that may be necessary or required by the Zoning Administrator to describe your proposed improvement. These may include:

- |  |   |
|--|---|
| <input type="checkbox"/> Elevation of Ordinary High Water Level (OHW)  | <input type="checkbox"/> Elevation of dwelling and/or lowest floor                    |
| <input type="checkbox"/> Elevation of Highest Known Water Level (HKWL) | <input type="checkbox"/> Bluff determination / Slope information (elevation contours) |
| <input type="checkbox"/> 100-year Floodplain Elevation                 | <input type="checkbox"/> Professional survey of all impervious surfaces               |
| <input type="checkbox"/> Professionally delineated wetland boundaries  | <input type="checkbox"/>  |

**REQUIRED LOT SURVEYS:** A certificate of survey is required for construction of all new dwellings on lots 10 acres or less in size. In other cases, the Zoning Administrator will determine whether you are required to submit a property or line survey. Generally, if it is unclear whether you will meet a required setback, impervious surface limits, or some other requirement of the ordinance related to the boundaries or physical aspects of a property, a certificate of survey will be required. If you already have had a survey completed, please submit a copy as part of your application to determine whether it is sufficient to avoid the need for another survey.

## SKETCH DRAWING



### Impervious Surface Calculation

<u>List all <b>existing structures*</b> or other improvements on the property and their outside dimensions</u>		<u>List all <b>proposed structures*</b> or other improvements on the property and their outside dimensions:</u>	
Type of Structure or Improvement	Footprint – incl. eaves (sq ft)	Type of Structure or Improvement	Footprint – incl. eaves (sq ft)
1.			
2.			
3.			
4.			
5.			
<b>Total</b>		<b>Total</b>	

**\*Note:** Include all roofed structures (including eaves only if over 2 ft in width), patios, decks, driveways, parking areas, retaining walls, stairways, sidewalks, propane tanks, landscaping underlain with plastic, etc...

**Total Lot Size** = \_\_\_\_\_ sq ft or acres

**Total Impervious Coverage** (Total Impervious / Total Lot Size) \* 100 = \_\_\_\_\_%

**CORINNA TOWNSHIP**  
**LAND USE/BUILDING PERMIT APPLICATION**

**APPLICATION:**

Applicant shall complete **Land Use/Building Permit Application** and submit to Corinna Township.

**REVIEW:**

1. All applications are to be submitted to the Township Office in person or by mail at 9801 Ireland Avenue NW. A drop box is available below the flag pole during non-business hours.
2. The Township Clerk will transfer your application to the Township's Zoning Administrator and Building Official. Each will conduct an initial review for completeness. If incomplete, you will be notified and asked to provide the additional information.
3. The application will be reviewed by both the Building Official and the Township Zoning Administrator to determine whether it meets the requirements of the Township ordinances and the Minnesota State Building Code.
4. The applicant will be notified when the application is approved (please allow up to two weeks for approval – actual review time may be less). All required fees must be completely paid at the time you pick up your permit.
5. The applicant will be issued a permit card that must be posted in a visible place on your property during construction.

**PLEASE NOTE:** The Township has 60 days in which to review and make a decision on land use applications, although the Township strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. Close coordination with the Township's designated inspectors or staff during the project design phase and submittals that are complete and accurate will help applicants avoid delays. No construction can begin until the permit is complete and approved.

## **CORINNA TOWNSHIP CONTACT INFORMATION**

Land Use and other Permit Applications can be obtained at [www.hometownplanning.com/corinna-township.html](http://www.hometownplanning.com/corinna-township.html) or at the Township office. Completed applications should be dropped off at the Town Hall during office hours (8am-3pm, Mon, Tues, Thurs and Fri – closed Wednesday). A drop box is available outside of Town Hall to obtain application forms or drop off completed applications 24 hours per day.



<p><b>Corinna Township may be reached at:</b> Corinna Township 9801 Ireland Avenue NW Annandale, MN 55302 Phone: 320-274-8049 Fax: 320-274-3792 Email: <a href="mailto:clerk@corinnatownship.com">clerk@corinnatownship.com</a> <a href="http://www.corinnatownship.com">www.corinnatownship.com</a></p>	<p><b>The Township Zoning Administrator is:</b> Ben Oleson Hometown Planning Phone: 888-439-9793 Fax: 888-439-9793 E-mail: <a href="mailto:oleson@hometownplanning.com">oleson@hometownplanning.com</a> <a href="http://www.hometownplanning.com/corinna-township.html">www.hometownplanning.com/corinna-township.html</a></p>
--	--

The Corinna Township Land Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on [www.hometownplanning.com/corinna-township.html](http://www.hometownplanning.com/corinna-township.html).