

HELGA TOWNSHIP
25895 County 9
Bemidji, MN 56601
(218)766-9030

Office Use:
Permit # _____
Date issued _____

Application For Land Use Permit

PLEASE PRINT and complete this application carefully and completely according to the instructions. It is the responsibility of the applicant to provide accurate data and all required documentation with this form. Incomplete or inaccurate data and failure to fill in all of the required information may result in a delay or disapproval of your application.

A fee made payable to **Helga Township** must accompany this application. This nonrefundable fee does not guarantee approval.

There is a penalty if excavation/work is started before approval of this application.

Name of Applicant:	_____		
Mailing Address:	Street _____	City _____	
	State _____	Zip _____	
Phone Number:	Work _____	Home _____	Cell _____
Contractor Name:	Address _____		City _____
	State _____	Zip _____	Phone # _____
			Cell _____

PROPERTY DATA

Site Address:	_____	City _____	Zip _____
Primary Access Road:	_____	Fire # _____	
Parcel ID Number:	_____	Section # _____	
Legal Description(from deed, abstract, or tax statement) :	_____		

Property Dimensions:	Width _____ ft	Depth _____ ft	Total area _____ sq ft/acres
Is your property within 1000 feet of lake shore or river?	Yes _____	No _____	Name of Lake or River _____
Have there been any variances granted on this property?	Yes _____	No _____	Don't Know _____
List ALL existing structures and their dimensions (a to scale diagram is required):	_____		

Total sq. footage of all existing buildings present on this property:	_____		

ENVIRONMENTAL DATA

Does your property contain low areas, wetlands, or areas with standing water for more than two weeks between May 1 and September 15?	Yes _____	No _____	
If yes, do you intend to drain, fill or otherwise alter this area for any reason?	No _____	Yes (explain): _____	

Well data:	Depth _____ ft	Depth of casing _____ ft	Size of casing _____ in
Septic Data:	Type _____	Year installed _____	Permit #(if available) _____

WETLAND CONSERVATION ACT COMPLIANCE

Please answer the following questions:

1. Did you apply and receive a Wetland Permit? ____yes____no
2. With your construction project are you bringing fill dirt in? ____yes____no
3. Are you filling any area that has standing water, cattails, or tag alders? ____yes____no

It is your responsibility to be in full compliance with the Minnesota Conservation Act requirements. With your signature, you are attesting that you are fully informed about this requirement.

_____ Permit applicant's signature _____ Date of signature

STRUCTURAL/CONSTRUCTION DATA

Proposed structure/use:	New single family residence _____	Building alteration _____	
	Garage _____	Accessory building _____	
	Multi family dwelling _____	Commercial building _____	
	Home Occupation (explain) _____	Other (explain) _____	

Structure Dimensions:	Width _____ ft	Length _____ ft	Height _____ ft(to roof peak) (including eaves)
Structural Setbacks:	Road Right of Way _____ ft	Rear yard _____ ft	
	Side yard near _____ ft	Side yard far _____ ft	
	Distance to other buildings _____		
Proposed total new sq. footage:	_____ sq. ft.		
Estimated total cost of new construction \$	_____		
Will there be any commercial use of this property after construction?	_____ Yes _____ No		
*Submit a complete to scale diagram of your property with this application showing all buildings (proposed and existing), setbacks, wells, septic and accesses.			

ALL APPLICANTS MUST SIGN BELOW

I, the undersigned, hereby make application for work described and located as shown herein. I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the Helga Township Ordinances. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Helga Township staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

APPLICANT _____ DATE _____

Fee Schedule:

- Driveway Permit \$100
- Land Use Permit 2,000sf or less, \$100
- Land Use Permit- Over 2,000sq foot, .05 a sq foot

RETURN THIS APPLICATION TO:

keith@helgatownship.com
or
Keith Kinnen, Land Use Administrator
22943 County 9
Bemidji, MN 56601