CASS COUNTY SHORELAND AND

LAND ALTERATION PERMIT

1. **Pages 1, 2, and 5 must be completed and submitted before this application will be processed.**

2. **Shoreland Alteration permit applications are valid for a maximum of 2 years.**

3. **All corners of the proposed projects or structure(s) are required to be staked with visible flags, ribbon, or lathes (*INCLUDING NEW DRIVEWAYS*) prior to any building permit approval. I agree to have flags, ribbons, or lathes in place for inspection by: Date _____**

4. **It shall be a violation of the Cass County Land Use Ordinance to commence construction before the permit application is signed and approved by an ESD Inspector.**

5. **ALL PERMITS ISSUED IN CASS COUNTY REQUIRE A CERTIFICATE OF COMPLIANCE OR COMPLIANCE INSPECTION.**
   Enter date of Certificate of Compliance: _____ Enter date of Compliance Inspection: _____.
   (if less than 5 years for new system) (if less than 3 years on existing system)

6. **Construction and Demolition Debris MUST NOT be buried or burned. Indicate how and where the material will be disposed of _____.**

7. **The applicant or agent hereby makes application for a land use permit agreeing to do all such work in accordance with all Cass County Ordinances. Applicant or agent agrees that application, site plan, and other attachments submitted herewith and which are approved by the ESD Official are true and accurate. Applicant or agent agrees that, in making application for a land use permit, applicant grants permission to Cass County, at reasonable times to enter applicant's premises, to determine compliance of that application with any applicable county, state, or federal ordinances or statutes. It is the applicant's sole responsibility to contact any other federal, state, or local agencies to ensure applicant has complied with all relevant Municipal, State, Federal or other applicable laws.**

8. **This permit may be suspended at any time upon violation of any ordinance or if the information provided in this application is found to be misleading or inaccurate.**

9. **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**

10. **Application submitted must include the following:**

1). Property owner signature.
2). Property Owner or Contactor's phone number.
3). Total Square Footage of proposed structure(s) along with the total height.
4). All setback lines (roads, lake, property lines).
5). Lake or Stream name.

All information needs to be submitted in order for application to be processed.

11. **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. A fee must accompany each application. Make check payable to the "Cass County Treasurer".**

Cass County Environmental Services Department PO Box 3000 Walker, MN 56484
General Info (218) 547-7241 Fax (218) 547-7429 TDD (218) 547-1424 Web www.co.cass.mn.us

Shoreland and Land Alteration Permit Application

USE BLACK OR BLUE INK ONLY

Parcel ID # _____

Property Owner's Name _____

Applicant Name: _____

Mailing Address: _____

City, State, Zip: _____

Day Time Phone # _____

Contractor Name: _____

Contractor Phone # _____

E-911: _____

Twsp/Range/Sect: _____

Section: _____ Acres: _____

Lake or Stream _____ Class _____

FEE **$140.00**

_____
Property Owner Signature Date

_____
Applicant Signature Date

Received by _____ Date _____

Total Fees Paid: _____

Receipt #: _____

Check #: _____

Date Field Inspection: _____

Property Zoning: _____

County Approval:

Date Approved: _____

Date Mailed: _____

Comments: _____

☐	**Boardwalk**
	Width: feet

☐	**Earthmoving**
	Cubic Yards within the shore impact zone _____
	Cubic Yards outside the shore inpact zone _____
☐	**Driveway**
	Length: _____ Width: _____
	Please flag proposed area for staff inspection

☐	**Harbor Excavation**
	DNR Permit # (must include copy)
	Volume Cubic Yards

☐	**Ice Ridge**
	Historic: Width ft Depth ft
	Annual: Width ft Depth ft

☐	**Patio**
	Square footage of patio

☐	**Platform/Landing**
	Total Square Feet

☐	**Retaining Wall**
	Size: Height ft Length ft

☐	**Rip Rap**
	Volume of Rock Cubic Yards
	Length of Shoreline Feet
	Height above OHW Feet
☐	**Sand Blanket**
	Volume Cubic Yards
	Length ft Width ft
☐	**Stairs, lifts, and walkways**
	Width feet
☐	**Swimming Pool**
☐	**Vegetative Alteration**
	Width: ft

☐	**Wildlife Pond**
	Width: ft
☐	**Wind Energy Tower**
	Height: _____ ft.

Boardwalk: A permanent elevated structure intended to provide pedestrian access to a lake or river where a wetland is present and no other access point is available. Not to exceed ***6 feet*** in width.

Boat House: A structure designed and used solely for the storage of boats or boating equipment and located within the structure setback area from Public waters.

Road, Driveway: Private road serving no more than two residential lots.

Harbor: An inland or offshore area protected from waves which is intended for the mooring of watercraft. Placement of spoil material from an existing harbor requires a shore land alteration permit and a DNR maintenance permit.

Ice Ridges: ***Annual*** ice ridge may be re-graded to their original shoreline contour after obtaining a shore land alteration permit, provided no top soil or vegetative matter is deposited in the lake and the work is completed by July 1 of the same year. ***Historic*** ice ridges, those with well established vegetative cover – one access with a maximum ***20 foot*** bottom width and 2:1 side slopes is allowed. A berm of at least ***12 inches*** high must be maintained to control upland runoff.

Platform / Patio: A horizontal surface with no railings constructed of any material not adjoining a structure may be placed within the structure setback, shall not exceed a ***total*** combined size of ***400 square feet***, and shall comply with the following standards: Shall be free standing and have no railings. Maximum size of ***150 square feet***. Must be placed at least ***10 feet*** landward of the OHW. Shall not be more than ***1 foot*** below or above natural ground level.

Retaining Wall: Retaining walls are allowed in the setback area provided. The Department, with the advice of the Cass Soil and Water Conservation District determines that there is no other alternative to control erosion. No tier of a retaining wall shall exceed ***4 feet*** in height without a plan signed by a registered professional engineer. A design plan, showing elevations, storm water drainage patterns, soil erodibility factors, and critical area seeding recommendation is submitted. Retaining walls behind the structure setback are permitted provided they do not significantly alter the character of the property or do not create runoff or erosion problems.

Rock Riprap—Placement of natural rock riprap, including associated grading of the shoreline and placement of a filter blanket, requires a shore land alteration permit and must be done in accordance with Department of Natural Resources-Division of Waters standards. Rock riprap will only be allowed in situations where active erosion problems exist.

Sand Blanket – Beaches on residential lots above the OHWL shall not exceed ***20 feet*** in width parallel to the shoreline and shall be incorporated in the shoreline alteration area. The beach sand blanket shall not exceed ***50 cubic yards*** of sand within the 20 feet area and requires a shoreland alteration permit. One addition of not more than ***10 cubic yards*** of sand may be placed on existing beach areas on residential lots with a shoreland alteration permit. Beaches on water-oriented commercial properties shall not exceed ***50 feet*** in width. Berms of not less than ***12 inches*** above grade level or diversions not less than ***12 inches*** below grade level shall be placed landward of all beaches to prevent erosion from upland runoff. Applications of beaches shall include an approved Department of Natural Resources aquatic vegetation removal permits, where required.

Stairways, Lifts, and Landings Residential: Stairways and lifts must not exceed ***4 feet*** in width and landings not exceed ***32 square feet***. Commercial, public, and planned unit development: Stairways must not exceed ***8 feet*** in width and landings not to exceed ***64 square feet***. These structures shall be located in the most visually inconspicuous portion of lots and built in a manner that ensures control of soil erosion. Canopies or roofs are not allowed on stairways, lifts, or landings. Ramps, lifts, or mobility paths for physically handicapped persons are also allowed provided the dimensional and performance standards are complied with in addition to the requirements of Minnesota Rules, Chapter 1340.

Vegetation Alterations Intensive vegetation clearing within the shore and bluff impact zones and on steep slopes is not allowed. **Shore Impact Zone 1-** A shoreland alteration permit is required to remove any vegetation except for that dead, diseased or down. All cutting is done by hand and topsoil is not disturbed. Clearing width shall not exceed ***20 feet*** wide of the lot at the OHWL. Pruning of trees is allowed to provide a view to the water from the principal dwelling site. No burning is allowed except campfires. **Shore Impact Zone 2 -** A shoreland alteration permit is required to remove any vegetation except for that dead, diseased or down. The permit may allow the removal of ***25%*** of trees, in a random pattern, and up to ***30%*** of shrubs**. Bluff Zones** - No trees or shrubs shall be removed within a bluff impact zone or steep slopes greater than ***18%*** except to accommodate the placement of stairways, landings, or access paths. Clearing width shall not exceed 8 feet. Pruning of trees is allowed to provide a view to the water from the principal dwelling site. The screening of structures, vehicles, or other facilities as viewed from the water, assuming summer leaf-on conditions, is not substantially reduced.

Wildlife Pond: A pond excavated for the sole purpose of providing improved habitat and/or a water source for waterfowl and upland game species. All new Wild Life Ponds require wildlife management plan approved by the Soil and Water Board.

Wind Energy Systems Wind energy systems shall be divided into the following categories and shall meet the respective requirements: Hobbyist this type of system is designed for small load personal use or to supplement commercial grid supplied electricity. The system may be connected to the commercial electrical grid and electricity sold. **1**.Require a wind power permit including a site plan. **2.**Towers are free standing or guyed, non-latticed and do not exceed 75 feet in height. **3.**Maximum electrical output does not exceed 10 kilowatts. **4.**Systems that directly connect to the commercial electrical grid shall conform to National Electrical Code (NEC**). 5.**Applications for wind energy systems that directly connect to the commercial electrical grid shall be accompanied by a Net Excess Generation (NEG) contract with the respective electrical power company.

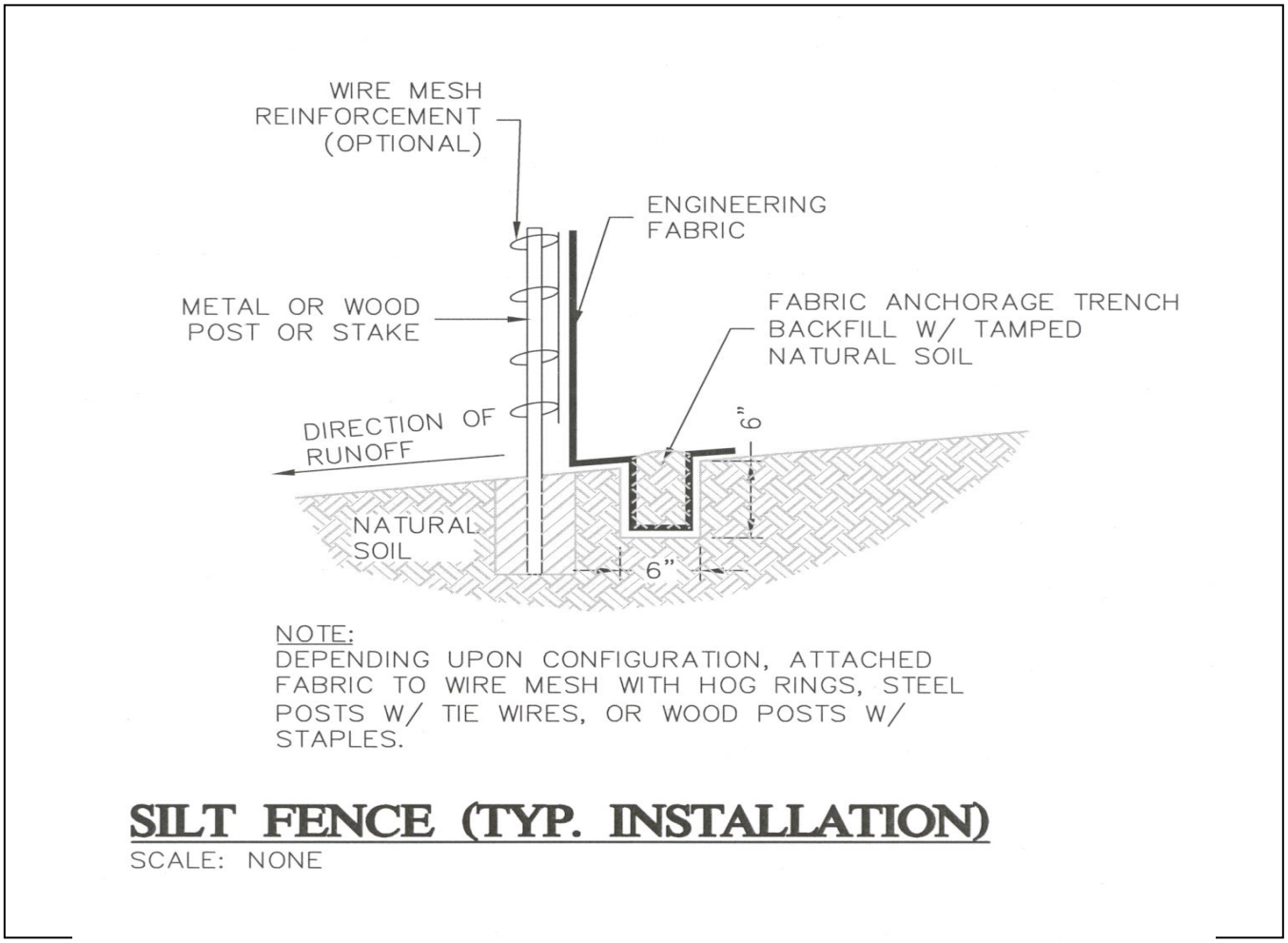
ATTENTION PERMIT APPLICANTS

The Cass County Land Use Ordinance requires that any permit which involves the movement of fill material or excavation have sediment and erosion control measures be in place before construction begins and maintained until after construction is completed. Seeding and mulch must be applied within 14 days of completion of construction.

Any project which disturbs more than one acre also requires an MPCA Stormwater Permit.

Failure to maintain sediment and erosion control measures may result in a cease and desist order on the project, assessment of an administrative fee, and an approved sediment and erosion control plan before work may resume.

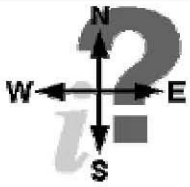
Here is one option available for sediment control

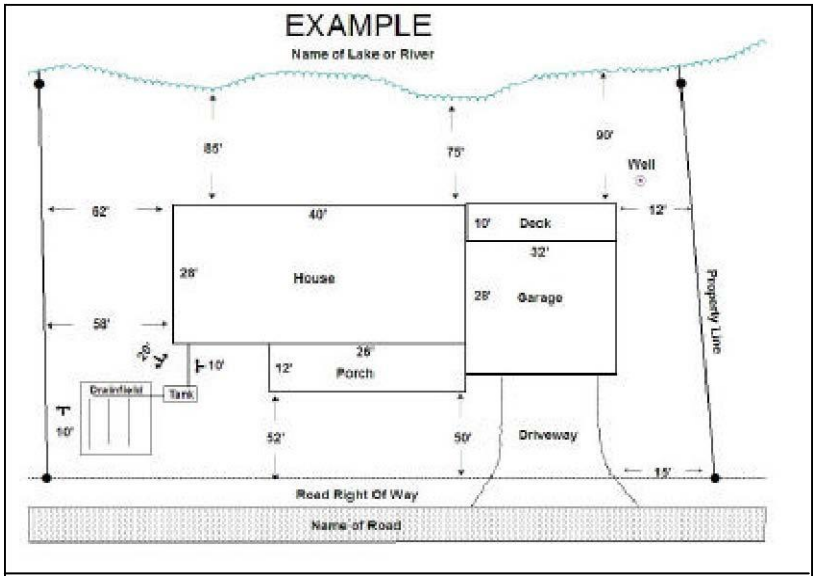


Please contact our office for recommendations on erosion control, sediment control, seeding, and mulch for your project:

Cass County Environmental Services Department
PO Box 3000
Walker, MN. 56484
218-547-7241
Website: www.co.cass.mn.us

SITE PLAN





You **must** include all buildings, existing and proposed, on your property and label them. You **must** include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks.

I hereby swear that the information provided in this sketch is true, accurate, and complete.

Applicant Signature Date