

CASS COUNTY VARIANCE APPLICATION

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 **\$395.00 + \$46.00 Rec Fee = \$441.00** 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)

Office Use Only

Received By: _____

Date _____

Total Fees Paid: _____

Check # _____ Receipt: _____

Date Field Inspected: _____

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: _____

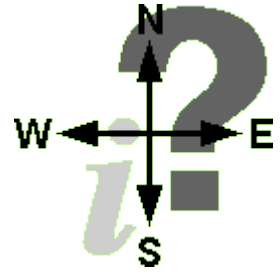
Requested Use: _____

EMAIL:

PLEASE PRINT

**CASS COUNTY ENVIRONMENTAL SERVICES
SKETCH DESIGN SHEET**

Please: No pencil Drawings



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: _____