



# 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. **PERMITS ISSUED FOR ANY CONSTRUCTION OR ADDITION TO A STRUCTURE WITH PRESSURIZED PLUMBING 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 on all forms.
  - 2). Property Owner or Contactor's phone number.
  - 3). Lake or Stream name, if applicable.
  - 4). Total Square Footage of proposed structure(s) along with the total height.
  - 5). Property sketch including all setback and dimensions (roads, lake, property lines).

*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.**

**Fees due must accompany each application. Make check payable to the "Cass County Treasurer".**  
Online payment options are available at [http://www.co.cass.mn.us/services/application\\_permit\\_forms/index.php](http://www.co.cass.mn.us/services/application_permit_forms/index.php)

**Cass County Environmental Services Department PO Box 3000 Walker, MN 56484**  
**Phone:** (218) 547-7241 **Fax:** (218) 547-7429 **Email:** [cass.esd@co.cass.mn.us](mailto:cass.esd@co.cass.mn.us) **Website:** [www.co.cass.mn.us](http://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: \_\_\_\_\_

Twp/Range/Sect: \_\_\_\_\_

Section: \_\_\_\_\_ Acres: \_\_\_\_\_

Lake or Stream: \_\_\_\_\_ Class: \_\_\_\_\_

**FEE: \$150.00**

\_\_\_\_\_  
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: _____	

<input type="checkbox"/>	<b>Boardwalk</b>
Width: _____ feet	

<input type="checkbox"/>	<b>Earthmoving</b>
Cubic Yards within the shore impact zone: _____	
Cubic Yards outside the shore impact zone: _____	

<input type="checkbox"/>	<b>Driveway</b>
Length: _____ Width: _____	
<b><span style="color: red;">Please flag proposed area for staff inspection</span></b>	

<input type="checkbox"/>	<b>Harbor Excavation</b>
DNR Permit # _____ (must include copy)	
Volume: _____ Cubic Yards	

<input type="checkbox"/>	<b>Ice Ridge</b>
Historic: Width _____ ft Depth _____ ft	
Annual: Width _____ ft Depth _____ ft	

<input type="checkbox"/>	<b>Patio</b>
Square footage of patio: _____	

<input type="checkbox"/>	<b>Platform/Landing</b>
Total Square Feet: _____	

<input type="checkbox"/>	<b>Retaining Wall</b>
Height: _____ ft Length: _____ ft	

<input type="checkbox"/>	<b>Rip Rap</b>
Volume of Rock: _____ Cubic Yards	
Length of Shoreline: _____ Feet	
Height above OHW: _____ Feet	

<input type="checkbox"/>	<b>Sand Blanket</b>
Volume: _____ Cubic Yards	
Length: _____ ft Width: _____ ft	

<input type="checkbox"/>	<b>Stairs, lifts, and walkways</b>
Width: _____ feet	

<input type="checkbox"/>	<b>Swimming Pool</b>
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<input type="checkbox"/>	<b>Vegetative Alteration</b>
Width: _____ feet	

<input type="checkbox"/>	<b>Wildlife Pond</b>
Width: _____ feet	

<input type="checkbox"/>	<b>Wind Energy Tower</b>
Height: _____ ft.	

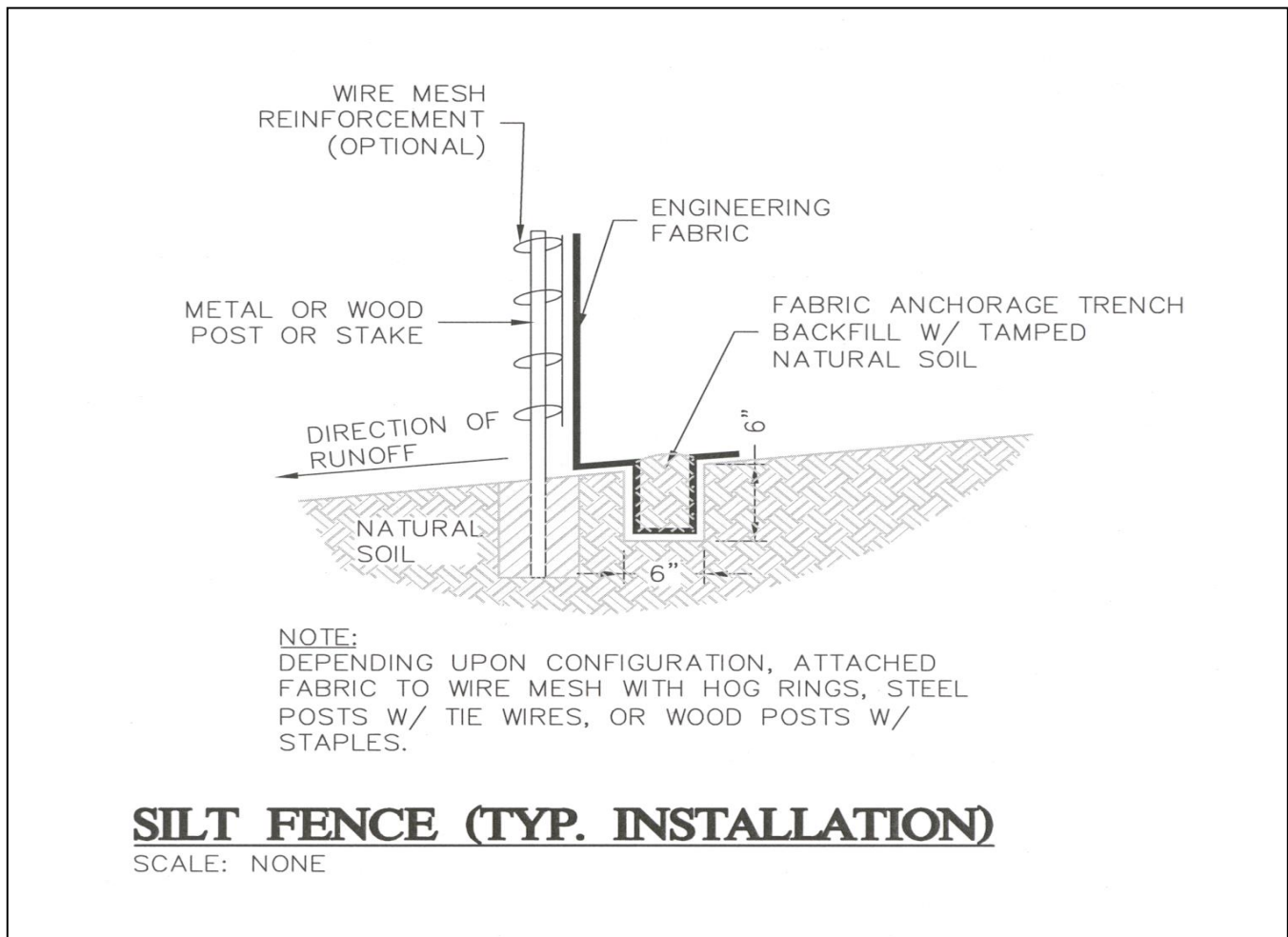
## **ATTENTION PERMIT APPLICANTS**

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](http://www.co.cass.mn.us)

# SITE PLAN



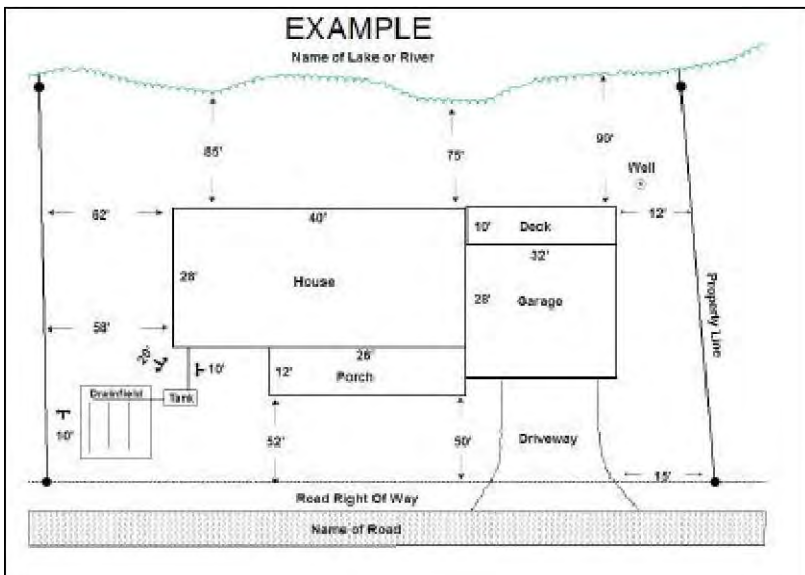
*Click in the sketch area below to import an existing sketch (PDF or JPG format).*

***Any work or dirt moving in the Shore Impact Zone Area requires a Shoreland Alteration Permit***

*Shore Impact Zone: General Development Lake (GD) 75' from Ordinary High Water Mark*

*Recreational Development Lake (RD) 100' from Ordinary High Water Mark*

*Natural Environmental Lake (NE) 150' from Ordinary High Water Mark*



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