



# Site Inspection Request Form

Cass County Environmental Services

PO Box 3000 - Walker, MN 56484

Phone: 218-547-7241

[http://www.co.cass.mn.us/government/county\\_directory/environmental\\_services/index.php](http://www.co.cass.mn.us/government/county_directory/environmental_services/index.php)

## FAQs

### What does a site inspection include?

Environmental Services Department (ESD) staff will conduct an onsite visit of a property to do such things as: determine an existing structure's setback distance from the ordinary high water mark (OHW), place flags at a specified setback distance from the OHW, determine whether a bluff or steep slope is present on the property and identify the setback distance from such, identify soil types in a specific location, measure three feet of vertical separation from the seasonable high water table for SSTS professionals, and locate and flag the OHW location.

### Will ESD staff mark the OHW or structure setback across my entire property?

No. Site inspections are offered to help home owners/contractors determine measurement for a specific location. If you would like the entire property evaluated or would like a more complex measurement, you should contact a private surveying company.

### May I or an agent be present when the site inspection is conducted?

Yes. In most cases, site inspections are conducted when staff is in the area and can often be scheduled with very short notice. However, if you wish to be present on the property when the measurements are conducted, this can be arranged. It just may extend the wait time before a technician can visit the property.

### Once my site inspection request is submitted, how long until ESD staff visits the property?

ESD staff try to get to the property as soon as possible. The site inspections usually occur within twelve business days of receipt of the inspection request. Inspection requests are processed on a first come, first served basis. Response times vary depending on department workload and staffing levels.

### Can I request a copy of the site inspection sketch generated/photos taken on the property?

Yes. Any sketch generated or photos taken on the property will be placed in your property's file at the ESD. Copies of these items can be accessed by using the [Cass County Public Mapping Site](#) or filling out a [Data Request Form](#) and returning to Cass ESD.

## Instructions

1. Accurate tax parcel ID #s must be given for the property on which the site visit is sought. Parcel IDs are shown on your tax statement. They are also accessible on the online tax parcel map found on the [Cass County Public Mapping Site](#)
2. A project area sketch must be submitted and show the specific location(s) where you would like our staff to measure/inspect. Please show the location to the best of your ability using locatable structures/distances. Any project area that does not already exist must be flagged/marked before this form is submitted.
3. If you would like to be present during the site inspection or would like to be notified once the inspection is complete, please complete the respective portions of the form.



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This form must be legibly completed in INK.

**FEE: \$100 (fees must be submitted with request form)**

Applicant name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner name(s) (if different from applicant): \_\_\_\_\_

Mailing address: \_\_\_\_\_

E911 property address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tax parcel number(s): \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

Legal description: \_\_\_\_\_

Sect: \_\_\_\_ Twp: \_\_\_\_ Rng: \_\_\_\_ Lake/river name: \_\_\_\_\_

**Description of request: (what you would like measured/inspected and any special instructions)**

**Type of Request:**  existing structure setback measurement  bluff/steep slope determination  
 flag/mark a specific setback  OHW location  soil verification  other (specify above)

**Project Purpose:**  addition to existing structure  shoreland alteration  new construction  vegetation removal  
 complicated septic system  permit compliance other (specify above)

**Proposed Project Start Date:** \_\_\_\_\_

Yes  No **I want to be present during the site inspection.**

**If "yes", please state the best way to reach you (e.g. phone, email):** \_\_\_\_\_

Yes  No **I want to be notified once the site inspection is completed.**

**If "yes", please state the best way to notify you (e.g. phone, email, postal mail):** \_\_\_\_\_

**Property Owner Statement**

I have read and fully understand the above instructions. I am the fee title owner of the above described property or have been authorized by ownership and/or law to apply for the request in question. The applicant hereby certifies that the information contained in this application is a true, accurate and complete representation of facts and conditions concerning the proposed application. Applicant agrees that request form, sketch or survey, and other attachments submitted herewith are true and accurate. Applicant agrees that, in making request for a site inspection, applicant grants permission to Cass County, at reasonable times to enter landowner's premises to determine compliance of the property for which the site inspection request is made with any applicable county, state, or federal ordinances or statutes.

**Signature of Property Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only:**

Date rec'd: \_\_\_\_\_ Rec'd by: \_\_\_\_\_ Insp. by: \_\_\_\_\_ Notes: \_\_\_\_\_

Updated: 5/26/2021

*Personal (default) email account is required for form submission.  
If you experience technical difficulties please print and mail/drop-off form.*

# Project Area Sketch

(Sketch out the area on the property where you would like the measurement/inspection conducted)

The form consists of a large rectangular grid with 13 vertical lines and 13 horizontal lines, creating a 12x12 grid of squares. In the top right corner of the grid, there is a compass rose with a blue and yellow design, and the letter 'N' is positioned above it, indicating North is towards the top of the page.