

PROJECT DESCRIPTION **Description & Dimensions & Use** of project, including accessory structures, if any, (example: House - 60' x 80', Attached Garage - 28' x 30', Shed - 40' x 60', Grain Bin - 48' Dia.)

Project #1 USE: _____ Dimensions: _____ Height to Peak: _____
 Project #2 USE: _____ Dimensions: _____ Height to Peak: _____
 Project #3 USE: _____ Dimensions: _____ Height to Peak: _____
 Project #4 USE: _____ Dimensions: _____ Height to Peak: _____

Total Valuation of Work for all projects (not including land) \$ _____

WORK _____ New _____ Move/Replace _____ After the Fact Permit
CATEGORY _____ Addition/remodel _____ Septic System _____ Other

ITEMIZATION OF FEES	Residential Dwelling	\$200	Additional Site Visit	\$50
	Alteration/Addition	\$50	Commercial/Industrial Building	\$250
	Accessory Structure <800sqft	\$50	Administrative Variance/Special Use	\$200
	Accessory Structure >800sqft	\$100	Variance	\$450
	Agricultural Building	\$50	Conditional Use Permit	\$450
	Bin Complex	\$250	After the Fact Permit = 3 x normal fee plus \$150 penalty fee	
	Septic System		After the Fact Variance/CUP	\$1500
	Install by Lic. Installer	\$200	- If VAR is Approved: fee + \$300 or 3% construction cost whichever is greater	
	Install by home owner	\$300		
	Commercial system>2,500 GPD + Inspection Cost paid by Applicant	\$300	Other: _____	

Total Fees: *Make check payable to Polk County*

*Note that all projects in the floodplain will be charged an additional \$200 – a separate check is requested, refundable upon receipt of certificate of elevation.
 ** All after the fact permits will be subject to a fee of three times the normal permit fee plus a \$150 penalty fee as set by the Polk County Board of Commissioners.

PERMIT ISSUANCE may take 1 to 2 weeks.

I hereby apply for a Building/Zoning Permit, and I acknowledge that all info provided for application review, including required sketch plans, is complete and accurate; that the work will be in conformance with all applicable Zoning Ordinances; that I understand this is not a permit, but only an application for a permit, and work is not to start without a permit; and the work will be in accordance with the approved plan . I also understand that by submitting this application, I am consenting to allow the Administrator (or Zoning employees) to inspect and verify that all information in the application is complete and correct; and to conduct inspections before, during and after construction for compliance with the permit and the Zoning Ordinance.

I further acknowledge that if I begin work prior to receipt of a permit and placard, I may be subject to increased permit fees and penalties.

APPLICANT'S SIGNATURE _____ **DATE** _____

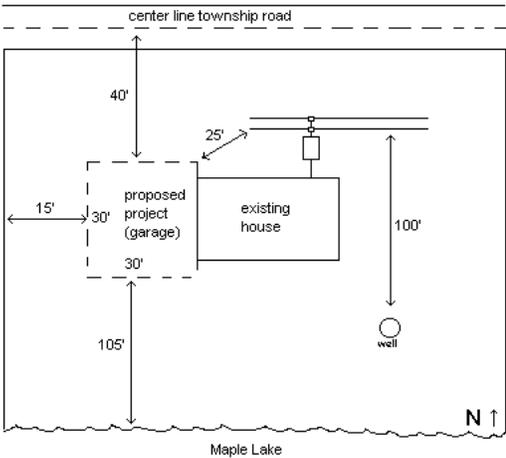
Legal Landowner Signature (if different) _____ **Date** _____

Sketch Plan Requirements

PLEASE INCLUDE THESE ITEMS IN YOUR SKETCH PLAN BELOW:

- North Arrow
- Lot Dimensions
- Distance of project to property line(s)
- Distance of project to road(s)
- Distance of project to lake(s)
- Show ALL other structures on property
- Well location
- Septic tank location and distances from well and other structures
- Drainfield location
- Structure locations, sizes and height

**EXAMPLE
Sketch Plan**



*Zoning [setback information](#) and [aerial maps](#) can be found on the Polk County Website at www.polkcountymn.gov.

Applicant's sketch (below or on attached aerial map)

FOR TOWNSHIP USE ONLY

Townships that do joint permitting and therefore require that township **MUST** sign this application are:

Andover	Esther	Liberty	Onstad	Sullivan
Bygland	Grand Forks	Lowell	Parnell	Crookston Airport*
Crookston	Huntsville	Northland	Rhinehart	Fosston Airport*
				Fertile Airport*

Township Approval: _____ **Date:** _____

Township NOTES:

*Any permit issued within an Incorporated Airport Zoning District must be signed by authorized official.

FOR POLK COUNTY USE ONLY

Property located in:

Floodplain - yes ____ no ____ Note: _____

Wetland - yes ____ no ____ Note: _____

Shoreland - yes ____ no ____ Note: _____

*New Construction on undeveloped lot - Yes ____ No ____

*Does lot meet current conforming lot standards - Yes ____ No ____

Date Application Sent: _____ By: _____ Date Application Recv'd: _____

PERMIT NUMBER: _____ Date Permit Mailed: _____

P & Z Administrator Approval: _____ **Date:** _____

Polk County Zoning NOTES:

