

Windemere Township 2025 Application for Zoning Permit

Instructions

1. Complete this application in full prior to submission. A completed application will include the items listed below.

Please mark each line to verify completion and attach all required documents and payment.

_____ A site plan or survey document, as indicated in Attachment A.

_____ A survey is required for all lots within the Shoreland District and all lots under 1 acre. Questions about survey requirements can be directed to Zoning Administrator.

Surveys shall mark:

_____ Property lines and setbacks. Confirm accuracy of property corners using current survey

_____ Ordinary High Water Level (OHWL), Steep slopes, Wetlands, and Bluffs (as applicable)

_____ A copy of a septic permit issued by Pine County or a valid septic compliance inspection report, as indicated in Attachment B. (If connected to MLWSSD see below)

_____ A copy of Certificate of Compliance issued by Moose Lake Windemere Sanitary Sewer District, as indicated in Attachment C.

_____ Payment by cash or check per the fee schedule on Township website.

2. Place stakes on property marking the perimeter of proposed structure(s).

3. Contact the Zoning Administrator to schedule a site inspection prior to beginning any work.

4. The application approval process will not begin until the application is considered complete. Work cannot commence until the zoning permit is issued unless authorized in writing by the Zoning Administrator.

6. Failure to obtain a zoning permit prior to commencing work may result in fines, work delays, and/or possible legal action to address any non-permitted work.

7. Checks must be made out to Windemere Township.

8. Completed applications can be submitted via email to: zoning@windemeretownship.com
Checks must be submitted to Windemere Township office.

Township P.O. Box 129
Moose Lake, MN 55767

NOTE Completed zoning applications will be reviewed when all required materials have been submitted and the Town has confirmed payment of all application fees.

General Information

Parcel Number (PID): 33. ____ . ____

Site Address: _____

Property Owner's Name(s): _____

Phone Number: (____)-____-____

Email Address: _____

Mailing Address: _____

Applicant/Agent (if applicable)

Name : _____

Phone Number: (____)-____-____

Address: _____

Email: _____

Other Contractor(s): _____

Zoning District (check one if known; refer to map in Comprehensive Plan or reach out to Zoning Administrator for additional information):

R2 R3 A1 C1 F1 F2 S1

Identify Sewer type and if project will include new sewage work:

Municipal Sewer System: _____

Individual Sewage Treatment: _____

Lot Dimensions:

Width: _____ ft. Depth: _____ ft.

Total Area: _____ sq. ft. or Acres

Amount of Fill: _____

Main floor: _____

Above story(s) _____

Basement: _____

Garage: _____

Accessory structure(s) _____

Porch/Deck(s): _____

Total Construction: _____

Patio/Sidewalk: _____

Driveway: _____

Other: _____

Total Impervious: _____

Building Height: _____

Type of structure(s) or proposed work (Check all that apply):

Dwelling:

Boathouse:

Dwelling Addition:

Pole Barn:

Garage:

Lean-to:

Storage Shed:

RV/Camper:

Deck:

Shore Rest.:

Commercial Structure:

Grade & Fill:

Addition to comm. Structure:

Comm Accessory Structure:

Other/Addition (please describe):

Distance of proposed structure setbacks in feet from each of the following:

Shoreline or Rear Setback from structure: _____ Road Setback: _____ Side Setback: _____

Side Setback: _____

Final inspection and issuance of Certificates of Compliance:

Upon completion of the project the applicant must contact the Zoning Administrator for final inspection. Certificates of Compliance will not be issued until such time that the final inspection has occurred and all permit conditions and inspection requirements are satisfied.

Signature(s) and acknowledgements:

The undersigned hereby acknowledge that the information contained in this application and attachments is true and correct to the best of their knowledge. Furthermore, it is understood and agreed that Windemere Township officials, including the Zoning Administrator, may need to enter upon the subject property during normal business hours, for the purpose of such tests and inspections as may be appropriate for those Township officials to process this permit application. Township officials will make reasonable efforts to coordinate these visits with the applicant(s), but may in certain circumstances need to conduct a property visit without property owner consent.

Signed and Dated:

_____ Signature of Property Owner	_____ Date
_____ Signature of Property Owner (2nd)	_____ Date
_____ Signature of General Contractor	_____ Date

Septic Compliance responsibilities are contained in Attachment B.

Initial here to acknowledge septic compliance responsibilities will be honored (owner and contractor, if appropriate): ____

Attachment A: Site Plan Sketch

Sketch your site plan below or submit professionally drafted plan or survey document. Please note that structure blueprints are not required.

Site plans must include the following as measured in feet:

1. Dimensions of the parcel
2. The proposed structure(s)
3. All existing structures
4. Distance of proposed structure(s) to the following:
 - A. Property lines
 - B. Road right-of-way
 - C. Existing structures
 - D. Sewage treatment system(s), existing and proposed
 - E. Water supply system
 - F. Lakes, rivers, streams, or any wetlands
5. Location of water supply and sewage treatment systems within 150' of the subject parcel.
6. Location of any public or private easements including drainage, utility, road or access.



Attachment B: Septic Compliance Worksheet

One of the more critical purposes of the Windemere Township Ordinance is to protect the environment by ensuring that development of the land does not negatively impact water quality. One of the more impactful ways this is accomplished is to work with property owners to ensure that their septic systems are properly functioning. Therefore, verifying that septic systems are not failing and are otherwise compliant with state and local regulations is of paramount importance. Township officials are willing to work with both the property owners and Pine County to ensure all systems are and remain compliant.

Septic Compliance (please attach any supporting documents):

If connected to a municipal system, initial here _____. No further information is needed and you may skip the remaining questions on this page.

If a private septic system, please answer the following questions:

If installed within the past five (5) years, date of installation: ____/____/____. Please provide proof of installation that includes the date of installation. This can be in the form of a receipt from the installer or a permit from Pine County.

If inspected and found compliant within the past three (3) years, date of inspection: ____/____/____. Please provide a copy of the inspection report, that includes the date it was completed.

If none of the above apply, you will need to have your septic system inspected by a licensed inspector and provide a copy of the completed inspection. A permit may be issued prior to inspection, but written proof of a scheduled inspection must be provided. If the system does not pass inspection, the permitted work can still proceed, but the property owner will need to provide proof of a plan for repair or remediation of the system.

Signed and Dated:

Signature of Property Owner

Date

Signature of General Contractor

Date

Attachment C: MLWSSD Certificate of Compliance Worksheet

One of the more critical purposes of the Windemere Township Ordinance is to protect the environment by ensuring that development of the land does not negatively impact water quality. One of the more impactful ways this is accomplished is to work with property owners to ensure that the community sewer district is maintained. Therefore, verifying that owners have attained a certificate of Compliance from the Moose Lake Windemere Sanitary Sewer District (MLWSSD) is required.

A Certificate of Compliance shall be issued by the District upon successful completion of an Inspection as evidenced by a Report submitted to and approved by the Board (please attach any supporting documents):

If connected to a municipal system, initial here _____.

A Certificate of Compliance shall be valid for five years. You must submit the Certificate of Compliance at the time of your application.

Signed and Dated:

Signature of Property Owner

Date

Signature of General Contractor

Date