

Application # \_\_\_\_\_

Date Application Rec'd \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(for office use only)

Fee Collected \$ \_\_\_\_\_

**ALEXANDRIA TOWNSHIP, MN**  
**Land Use/Building Permit Application**

<b>Site Address (E-911#):</b> _____	<b>E911 Address Needed?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Parcel Number (9 digits):</b> 03 - _ _ - _ - _ - _ - _ - _
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**Legal Description** (Lot, Block & Subdivision Name or attach full legal description):

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<b>Nearest Lake</b> (if within 1,000 ft):	<b>Nearest River</b> (if within 300 ft):
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**Property Owner Info:**

Name:		
Mailing Address:		
City:	State:	Zip Code:
Preferred Phone:	Secondary Phone:	Email:

**Applicant Info:**

Name:		
Mailing Address:		
City	State:	Zip Code
Preferred Phone:	Secondary Phone:	Email:
Applicant Is:	<input type="checkbox"/> Owner	<input type="checkbox"/> Licensed Contractor
	<input type="checkbox"/> Design Prof.	<input type="checkbox"/> Contract Buyer
	<input type="checkbox"/> Other: _____	

<b>General Contractor:</b>	<b>MN Lic. #:</b>	<b>Lead Abate. Lic. #:</b>
Mailing Address:		
City	State:	Zip Code:
Preferred Phone:	Secondary Phone:	Email:

<b>Design Professional/Architect:</b>		
Mailing Address:		
City	State:	Zip Code:
Preferred Phone:	Secondary Phone:	Email:

<b>Excavator:</b>	Contact Person:
Mailing Address:	
City	State:
Business Phone:	Cell Phone:
	Fax Number

<b>Plumbing Contractor:</b>	Contact Person:
Mailing Address:	
City	State:
Business Phone:	Cell Phone:
	Fax Number

<b>Heating Contractor:</b>	Contact Person:
Mailing Address:	
City	State:
Business Phone:	Cell Phone:
	Fax Number

**Describe the Proposed Improvement/Project** (generally describe all construction/grading/alteration work to be completed):


**Parcel/Lot Information (or attach any previous surveys/scaled drawings of lot dimensions):**

Parcel Size (sq ft or acres) _____	Width of lot at road _____	Width of lot at lake/rear _____	Depth of Lot at sides ____ ft and ____ ft
Road frontage is: <input type="checkbox"/> State Hwy <input type="checkbox"/> County Rd <input type="checkbox"/> Township Rd <input type="checkbox"/> Private Rd			
Zoning District: <input type="checkbox"/> Rural Conservation Residential <input type="checkbox"/> Rural Residential <input type="checkbox"/> Urban Residential			
<input type="checkbox"/> Rural Commercial <input type="checkbox"/> Urban Commercial <input type="checkbox"/> Light Industrial			

**Setback Information:**

Setback from rear or lake/river (ord. high water mark) is: _____ ft	Setback from bluff (if present) is: _____ ft
Elevation of lowest floor above (if applicable): Highest Known Water Level: _____ ft ; 100-year Flood Elevation : _____ ft	
Setback from road(s) (centerline) are: _____ ft and _____ ft	Setbacks from Side Yard are: _____ ft and _____ ft

**Related Variance, Conditional/Interim Use, or Other Special Approval** (if applicable – attach documentation):

Variance granted on (date): _____	Conditional/Interim use permit granted on (date): _____
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**Grading/Lot Preparation**

Project will involve grading/reshaping: <input type="checkbox"/> Yes <input type="checkbox"/> No	Within 200 ft of lake/river/wetland? <input type="checkbox"/> Yes <input type="checkbox"/> No	Disturbed areas stabilized within 24 hrs? <input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose of Alteration:  		
Amount of soil to be disturbed/exposed temporarily to erosion: <input type="checkbox"/> Under 400 sq ft <input type="checkbox"/> 401-5,000 sq ft <input type="checkbox"/> 5,000-0.99 ac <input type="checkbox"/> 1 ac or more		Detailed dimensions/amount:
Amount of material to be moved/filled: <input type="checkbox"/> 0-10 cu yds <input type="checkbox"/> 10-49 cu yds <input type="checkbox"/> 50-500 cu yds <input type="checkbox"/> Over 500 cu yds		Detailed calculation/amount:
Amount of above material that is erodible: (i.e. Class 5 gravel, topsoil, fill soil, etc.):		Amount of above material that is non-erodible (i.e. boulders, retaining wall block, landscape rock):
Will project direct more water/runoff to a neighboring property, a public right of way or water body than occurred prior to the project? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will the project result in portions of the lot being raised? <input type="checkbox"/> Yes <input type="checkbox"/> No	How much will the elevation be raised? _____ inches or _____ feet
Describe plan to prevent damage or harm to neighboring property, right of way or water body from project:  		
Describe Temporary Erosion Control Measures to be implemented (check all that apply, identify where on site plan): <input type="checkbox"/> Silt fence <input type="checkbox"/> Straw/Other Mulch <input type="checkbox"/> Erosion Blanket <input type="checkbox"/> Biorolls <input type="checkbox"/> Berm <input type="checkbox"/> Temporary Sediment Basin <input type="checkbox"/> Other _____		
Describe how vegetation will be re-established (check all that apply): <input type="checkbox"/> Sod <input type="checkbox"/> Hydroseed <input type="checkbox"/> Hand seed <input type="checkbox"/> Other _____		

**Type of Improvement(s) – check all that apply:**

<input type="checkbox"/> Addition	<input type="checkbox"/> Build New	<input type="checkbox"/> Demolish	<input type="checkbox"/> Move	<input type="checkbox"/> Mechanical Only	<input type="checkbox"/> Plumbing Only
<input type="checkbox"/> Fireplace	<input type="checkbox"/> Re-side	<input type="checkbox"/> Re-roof (no structural change)		<input type="checkbox"/> Re-roof (structural/pitch change)	<input type="checkbox"/> Chimney
<input type="checkbox"/> Interior Alteration/Repair (interior remodel, finish basement, etc...)		<input type="checkbox"/> Replace Windows/Doors	<input type="checkbox"/> Pre-1978 Construction (note lead abatement lic # above)	<input type="checkbox"/> Other (specify): _____	

**Proposed Structure Information (enter each new structure as applicable):**

<b>Proposed Structure #1</b>			<b>Proposed Structure #2</b>			<b>Proposed Structure #3</b>		
<b>Type of Structure:</b>	<b>Use:</b>		<b>Type of Structure:</b>	<b>Use:</b>		<b>Type of Structure:</b>	<b>Use:</b>	
<input type="checkbox"/> Dwelling	<input type="checkbox"/> Residential		<input type="checkbox"/> Dwelling	<input type="checkbox"/> Residential		<input type="checkbox"/> Dwelling	<input type="checkbox"/> Residential	
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Comm/Indus		<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Comm/Indus		<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Comm/Indus	
<input type="checkbox"/> Storage Building	<input type="checkbox"/> Home Business		<input type="checkbox"/> Storage Building	<input type="checkbox"/> Home Business		<input type="checkbox"/> Storage Building	<input type="checkbox"/> Home Business	
<input type="checkbox"/> Detach. Garage	<input type="checkbox"/> Other		<input type="checkbox"/> Detach. Garage	<input type="checkbox"/> Other		<input type="checkbox"/> Detach. Garage	<input type="checkbox"/> Other	
<input type="checkbox"/> Attached Garage	<b>Foundation:</b>		<input type="checkbox"/> Attached Garage	<b>Foundation:</b>		<input type="checkbox"/> Attached Garage	<b>Foundation:</b>	
<input type="checkbox"/> Open Deck	<input type="checkbox"/> Basement		<input type="checkbox"/> Open Deck	<input type="checkbox"/> Basement		<input type="checkbox"/> Open Deck	<input type="checkbox"/> Basement	
<input type="checkbox"/> Roofed Deck	<input type="checkbox"/> Walkout?		<input type="checkbox"/> Roofed Deck	<input type="checkbox"/> Walkout?		<input type="checkbox"/> Roofed Deck	<input type="checkbox"/> Walkout?	
<input type="checkbox"/> Enclosed Porch	<input type="checkbox"/> Slab-on-Grade		<input type="checkbox"/> Enclosed Porch	<input type="checkbox"/> Slab-on-Grade		<input type="checkbox"/> Enclosed Porch	<input type="checkbox"/> Slab-on-Grade	
<input type="checkbox"/> Patio	<input type="checkbox"/> Piers		<input type="checkbox"/> Patio	<input type="checkbox"/> Piers		<input type="checkbox"/> Patio	<input type="checkbox"/> Piers	
<input type="checkbox"/> Other	<input type="checkbox"/> Other		<input type="checkbox"/> Other	<input type="checkbox"/> Other		<input type="checkbox"/> Other	<input type="checkbox"/> Other	
_____	_____	_____	_____	_____	_____	_____	_____	_____
# of Stories above bsmnt	Footprint	Roof Pitch	# of Stories above bsmnt	Footprint	Roof Pitch	# of Stories above bsmnt	Footprint	Roof Pitch
_____	_____	_____	_____	_____	_____	_____	_____	_____
# Bedrooms	# Baths	Eave Width	# Bedrooms	# Baths	Eave Width	# Bedrooms	# Baths	Eave Width
_____	_____	_____	_____	_____	_____	_____	_____	_____
Estimated Cost:	Plumbing in Structure?		Estimated Cost:	Plumbing in Structure?		Estimated Cost:	Plumbing in Structure?	
\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Sewage Treatment:**

<input type="checkbox"/> Private Sewer System (check one below) ____ new/replacement ____ existing	<input type="checkbox"/> Public (ALASD) Sewer Connection (check one below) ____ new/replacement ____ existing	# of Bedrooms in Proposed Home _____ # of Bedrooms in Previous Home _____
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**Lot Coverage Calculations** (Impervious coverage on all parcels is limited – 25% maximum in all residential districts and 75% for commercial/industrial zoning districts)

<u>List all <b>existing structures*</b> or other improvements on the property and their outside dimensions</u>		<u>List all <b>proposed structures*</b> or other improvements on the property and their outside dimensions:</u>	
Type of Structure or Improvement	Footprint – incl. eaves (sq ft)	Type of Structure or Improvement	Footprint – incl. eaves (sq ft)
1.			
2.			
3.			
4.			
5.			
<b>Total</b>		<b>Total</b>	

**\*Note:** Include all roofed structures (including eaves only if over 2 ft in width), patios, decks, driveways, parking areas, retaining walls, stairways, sidewalks, propane tanks, landscaping underlain with plastic, etc...

**Total Lot Size** = \_\_\_\_\_ sq ft or acres

**Total Impervious Coverage** (Total Impervious / Total Lot Size) \* 100 = \_\_\_\_\_%

Please include any other comments pertinent to your request/project (that has not already been covered previously):


**\* By signing, the applicant or agent hereby makes application for a permit to construct as herein specified, agreeing to do all such work in strict accordance with all Alexandria Township and other applicable ordinances or federal and state laws. Applicant or agent agrees that site plan, sketches, and other attachments submitted herewith and which are approved by the Alexandria Township Zoning Administrator are true and accurate, and shall become part of the permit. Applicant or agent agrees that, in making said application for a permit, applicant grants permission to Alexandria Township's designated zoning or building inspection officials, at reasonable times during the application process and thereafter, to enter applicant's premises covered by said permit, to determine the feasibility of granting said permit or for compliance of that permit with any applicable township, state, or federal ordinances or statutes. Applicant or agent understands that it is applicant's sole responsibility to contact any other federal, state, county or local agencies to make sure applicant has complied with all relevant Municipal, State, Federal or other applicable laws concerning applicant's project described above**

Signature of Applicant*: _____	Date: _____
Signature of Title Holder*: _____	Date: _____

**REQUIRED ATTACHMENTS:**

- Your application may be considered incomplete until an accurate site and/or building plan or other required plan is submitted.
- When building code compliance is required, you **MUST** submit 2 copies of your building plans in hardcopy large format (at least 22" x 34") unless approved otherwise.
- You are encouraged to submit an electronic version of your building plans, site plans and other supporting documents by emailing to [admin@alexandriatownship.org](mailto:admin@alexandriatownship.org).

**APPLICATION FEES:**

- For applications involving building code review, fees are typically calculated during the review process and you will be notified when they need to be paid.
- For applications that do not involve building code review, fees are due at the time of application. Please write checks out to "Alexandria Township" and drop them off at the Township office (324 Broadway Street, Suite 101, Alexandria, MN) or mail them to:

**Alexandria Township, PO Box 445, Alexandria, MN 56308**

**PROCESSING TIME:**

- Generally, expect a review time of 1-2 weeks. Actual review times may be more or less depending on the complexity of your application, the time of year and the volume of permits being processed.

**SEWAGE TREATMENT SYSTEM INSPECTIONS REQUIRED:**

- Generally, a sewage treatment system compliance inspection is required prior to the issuance of a land use permit (not applicable to permits only for shingles, siding, doors, windows) unless a compliance inspection has already been submitted in the past 3 years (for existing systems) or last 5 years (for a newly installed system).

**WORKING WITHOUT PERMIT:**

- Activities or construction (that are subject to permitting) that are begun before a permit is issued are subject to an after-the-fact fee of 3x the normal fee (min. \$500).

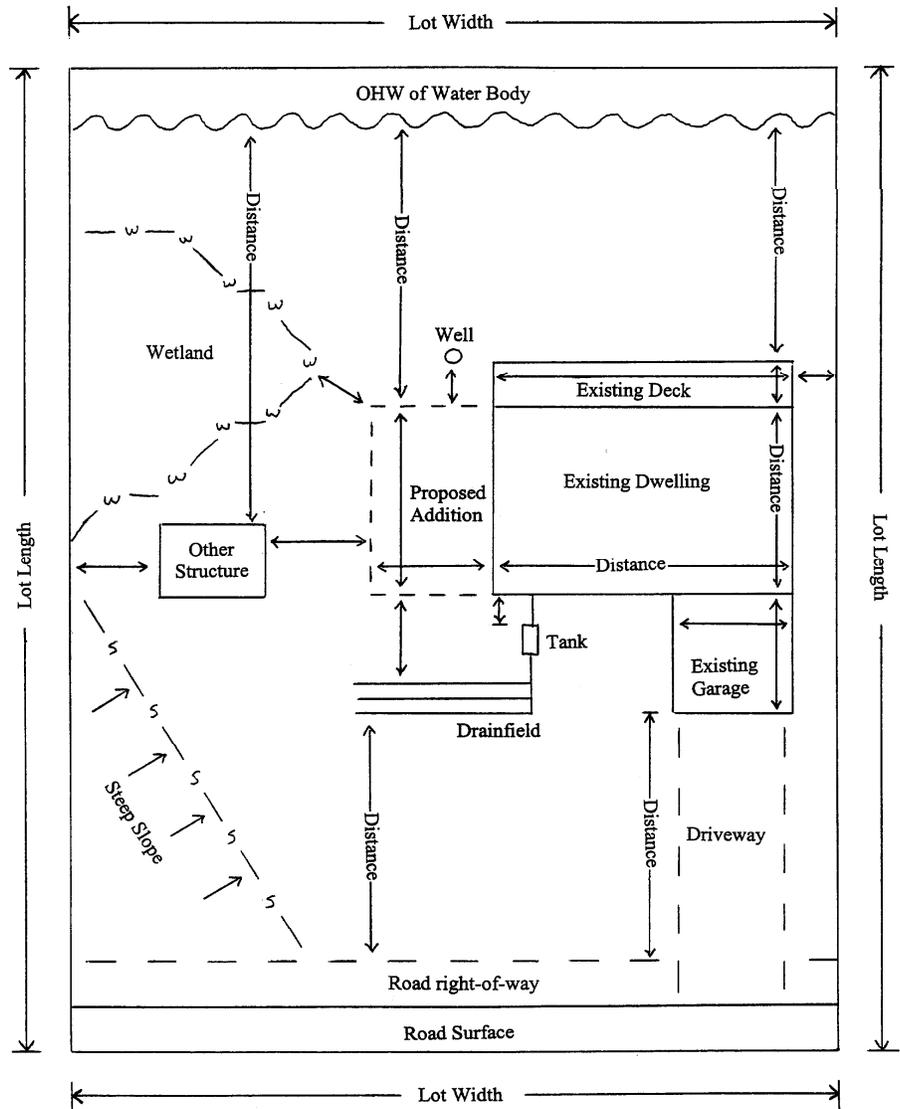
## SKETCH DRAWING INSTRUCTIONS

A sketch of your site plan is a required part of the permit application. Please attach on a separate sheet of paper.

### EXAMPLE SKETCH:

#### Required Information:

- ✚ North arrow
- ✚ Lot dimensions and size
- ✚ Waterbodies and wetlands
- ✚ Roads, right-of-ways, driveways and parking areas
- ✚ Existing Easements
- ✚ Existing structures, with outside wall dimensions
- ✚ Proposed structures, with outside wall dimensions
- ✚ All impervious (i.e. hard surfaced) structures not already identified (i.e. driveways, decks, patios, sidewalks, retaining walls, areas underlain with landscape fabric, etc...). Show dimensions.
- ✚ Well and septic system location, if applicable
- ✚ Bluff (>30% slope) or steep slopes (12-30%) and direction of slope, if applicable
- ✚ Setback distances from existing and proposed structures to lot lines, waterbodies, any part of a bluff, private sewers, wells, and road centerline.
- ✚ Other information that may be necessary or required by the Zoning Administrator to describe your proposed improvement. These may include:



- |  |   |
|--|---|
| <input type="checkbox"/> Elevation of Ordinary High Water Level (OHW)  | <input type="checkbox"/> Elevation of dwelling and/or lowest floor                    |
| <input type="checkbox"/> Elevation of Highest Known Water Level (HKWL) | <input type="checkbox"/> Bluff determination / Slope information (elevation contours) |
| <input type="checkbox"/> 100-year Floodplain Elevation                 | <input type="checkbox"/> Professionally surveyed of all impervious surfaces           |
| <input type="checkbox"/> Professionally delineated wetland boundaries  | <input type="checkbox"/>  |

**REQUIRED LOT SURVEYS:** The Zoning Administrator will determine whether you are required to submit a property line survey. Generally, if your proposed structure will be within 5-10 feet of the required minimum setback, or when it is otherwise unclear whether you will meet a required setback, a property line survey will be required. If you already have had a property line survey completed, please submit a copy as part of your application to determine whether it is sufficient to avoid the need for another survey.

**SKETCH DRAWING**



**ALEXANDRIA TOWNSHIP**  
**LAND USE/BUILDING PERMIT APPLICATION**

**APPLICATION:**

Applicant shall complete **Land Use/Building Permit Application** and submit to the Township.

- **Land Use/Building Permits:** The Township has adopted the Minnesota State Building Code (effective January 1, 2008) in addition to the previously adopted Zoning Ordinance (effective January 1, 2007). One or both of these regulations applies to the construction, alteration, moving, demolition, repair, and use of any building, structure, or building service equipment. This includes decks, patios, and any other structures or buildings. They also apply to a change in how a building, structure or property is used (i.e. changing from a residential use to a commercial use). Please contact the Township Zoning Administrator to determine if your project is subject to permit requirements. Two (2) sets of construction plans are required for permit applications that require a building permit.
- **Minimum Width of Dwelling:** A dwelling on a parcel of land in all zoning districts must meet the width and depth requirement of 24 feet.

**REVIEW:**

1. All applications are to be submitted to the Township Office by online application ([www.alexandriatownship.org](http://www.alexandriatownship.org)), in person at 324 Broadway, Ste. 101 or by mail at PO Box 445, Alexandria, MN 56308. No fees are due at the time of application, except for applications not involving building code review.
2. The application will be initially reviewed for completeness by the Township. If incomplete, the application will be returned to you for additional information and will delay your approval.
3. The application will be reviewed by both the Building Inspector and the Township Zoning Administrator to determine whether it meets the requirements of the Township ordinances and the Minnesota State Building Code.
4. The applicant will be notified when the application is approved (please allow up to two weeks for approval – actual review time may be less). Required fees must be paid before your permit can be issued.

**ACTION:**

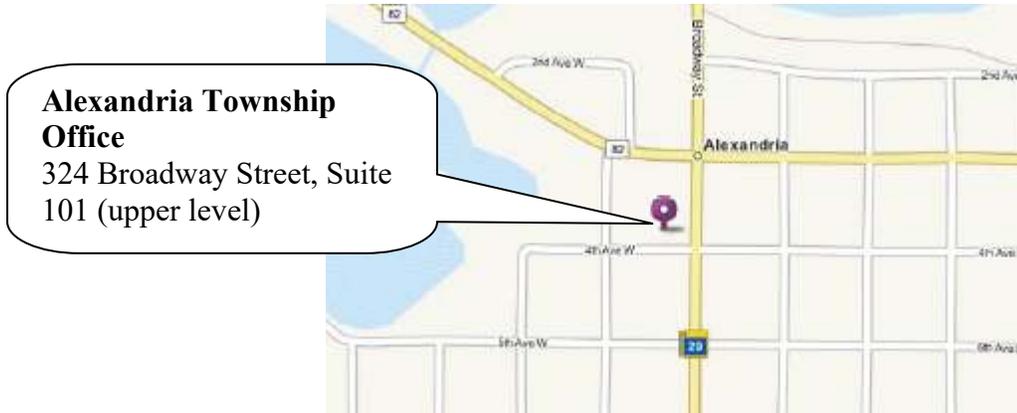
In order to obtain a Land Use/Building Permit, the following may be required:

1. Two (2) sets of construction plans.
2. A verification of connection to a central sewage treatment system, a certificate of compliance for an existing individual sewage treatment system or an individual sewage treatment system design must be submitted and approved by the Zoning Administrator prior to the issuance of any permit for a building/structure containing plumbing.
3. Township staff may verify that there are no outstanding violations on the property and that any conditions of a previously granted conditional use permit or variance have been met.
4. Township staff must ensure that the permit fee has been collected.
5. The Zoning Administrator must ensure that the proposed improvements meet the requirements of the Ordinance.

**PLEASE NOTE:** The Township has 60 days in which to review and make a decision on land use applications, although the Township strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. Close coordination with the Township Staff during the project design phase and submittals that are complete and accurate will help applicants avoid delays. No construction can begin until the permit is complete and approved. **Activities or construction that are begun before a permit is issued are subject to an after-the-fact fee of 3x the normal fee (min. \$500).**

## ALEXANDRIA TOWNSHIP CONTACT INFORMATION

Alexandria Township, effective January 1, 2007, began administering and enforcing its own Zoning and Subdivision ordinances. Land Use and other Permit Applications can be obtained at the township website ([www.alexandriatownship.org](http://www.alexandriatownship.org)) or at the Township office. Completed applications should be dropped off at the Township Offices during office hours (9am-1pm, Mon-Fri).



**Applications may be mailed (along with required fee) to:**

Alexandria Township  
P.O. Box 445  
Alexandria, MN 56308  
Phone: 320-759-5300  
Fax: 320-763-5320  
Email: [admin@alexandriatownship.org](mailto:admin@alexandriatownship.org)  
[www.alexandriatownship.org](http://www.alexandriatownship.org)

**The Township Zoning Administrator is:**

Ben Oleson  
Hometown Planning  
324 Broadway Street, Suite 101  
Alexandria, MN 56308  
Phone: 320-759-1560 or 888-439-9793  
Fax: 888-439-9793  
E-mail: [oleson@hometownplanning.com](mailto:oleson@hometownplanning.com)  
[www.hometownplanning.com/alexandria-township.html](http://www.hometownplanning.com/alexandria-township.html)

The Alexandria Township Land Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on the Alexandria Township website ([www.alexandriatownship.org](http://www.alexandriatownship.org)). Staff reports and information involving public hearing (i.e. variance, conditional use, etc...) applications are posted at [www.hometownplanning.com/alexandria-township.html](http://www.hometownplanning.com/alexandria-township.html) when available.