



**Greater Bemidji Area
Joint Planning Board**

Application for Animal Permit

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

A fee of \$ _____ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

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An escrow account is established as indicated above to cover technical and legal expenses incurred by the Joint Planning Board (JPB) as part of the plan review. The applicant is responsible for all costs incurred by the JPB during plan review. If the escrow amount drops below 10% of the original deposit amount the JPB may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the JPB that the project is complete or expired, the JPB will return the remaining escrow deposit to the applicant.

OFFICE USE ONLY	
Complete Application Rec'd	_____
Payment Rec'd	_____
Field Checked	_____
Zoning District	_____
Date Permitted	_____
Permit Number	_____
Comments	_____

APPLICANT DATA

NAME OF APPLICANT:	_____	PHONE:	_____
MAILING ADDRESS:	_____	PARCEL:	_____
EMAIL ADDRESS:	_____		

OFFICE USE ONLY

Property Dimensions: Width _____ ft Depth _____ ft Total area _____ sq ft/acres

Is there one acre of contiguous land on the property? Yes No

Have there been any Variances/Use Permits granted on this property? Yes No Don't Know Attach copies

Is property within 1000 feet of a public water? Yes No Is property in an airport zone? Yes No

Does your property contain low areas, wetlands, or areas with standing water? Yes No If Yes, do you intend to drain, fill or otherwise alter this area for any reason?

Explain _____

Septic Data: Year Installed: _____ Last Compliance Inspection: _____

Pass Compliance Fail Compliance Notarized Stipulation Other _____

Municipal Services: Water Yes No Sewer: Yes No If no, is hook up possible? Yes No

MANAGEMENT PLAN (attach separate sheets if necessary)

Type of Animals: _____

Number of Animals Proposed: _____

Primary purpose for keeping farm animals: _____

How will you control Odors? _____

How will you control Noise? _____

What type of Fencing will you use? _____

Height of Fencing: _____

Describe your Shelter: _____

How many square feet of space is available for the animals? _____

Do you have a plan to Recover any animals that escape their enclosure? Yes No

Please describe: _____

Do you plan to Butcher or Process the animals on site? Yes No

If yes, describe your sanitary provisions: _____

Do you plan to conduct any commercial sale of animals from this site? Yes No

****THIS APPLICATION IS INCOMPLETE WITHOUT A SCALE SITE PLAN. PLEASE ATTACH A COMPLETED SITE PLAN TO THIS APPLICATION, SEE PAGE 4 FOR A SAMPLE SITE PLAN****

ALL APPLICANTS MUST SIGN BELOW

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the Greater Bemidji Area Zoning and Subdivision Regulations. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Greater Bemidji Area Joint Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant: _____

Applicant _____

Date: _____

OFFICE USE ONLY

Reviewed by _____ Date _____ Complete Application Yes No

COMPLETED FORMS CAN BE SUBMITTED AT CITY HALL, 317 4TH STREET NW, LOWER LEVEL

Site Plan Instructions

Site Plan approval is required for any coop, loft, beehive, or other external structure used for outdoor exotic animals or livestock, even if the proposed dwelling is part of an existing structure.

Setback and Location:

- Coops, lofts, hives, or other external structures for livestock or exotic animal housing must be located in the side or rear yards.
- Beehives must be setback at least 10 feet from property lines, 25 feet from principle buildings on abutting lots, and 15 feet from a public sidewalk.
- Any other coop, loft or outdoor livestock or exotic animal housing must meet twice the required side and rear yard setbacks according to your property's zoning district (see Article IV of the Zoning & Subdivision Ordinance <https://www.ipbgba.org/zoning-ordinance>).

Size: The size of the structure will vary based on the size and number of animals being kept.

Other Permits:

- If a fence is to be constructed, a fence permit may be required.
- If the structure is larger than 200 square feet, a building permit must be obtained by the property owner or a licensed contractor.
- If electricity is to be provided for heating or lighting, an electrical permit must be obtained by the property owner or a licensed contractor.

Minimum Site Plan Requirements: A site plan is a drawing looking down on the lot, showing the dimensions of the lot, the house, garage, driveway, and existing buildings. The Site plan must include:

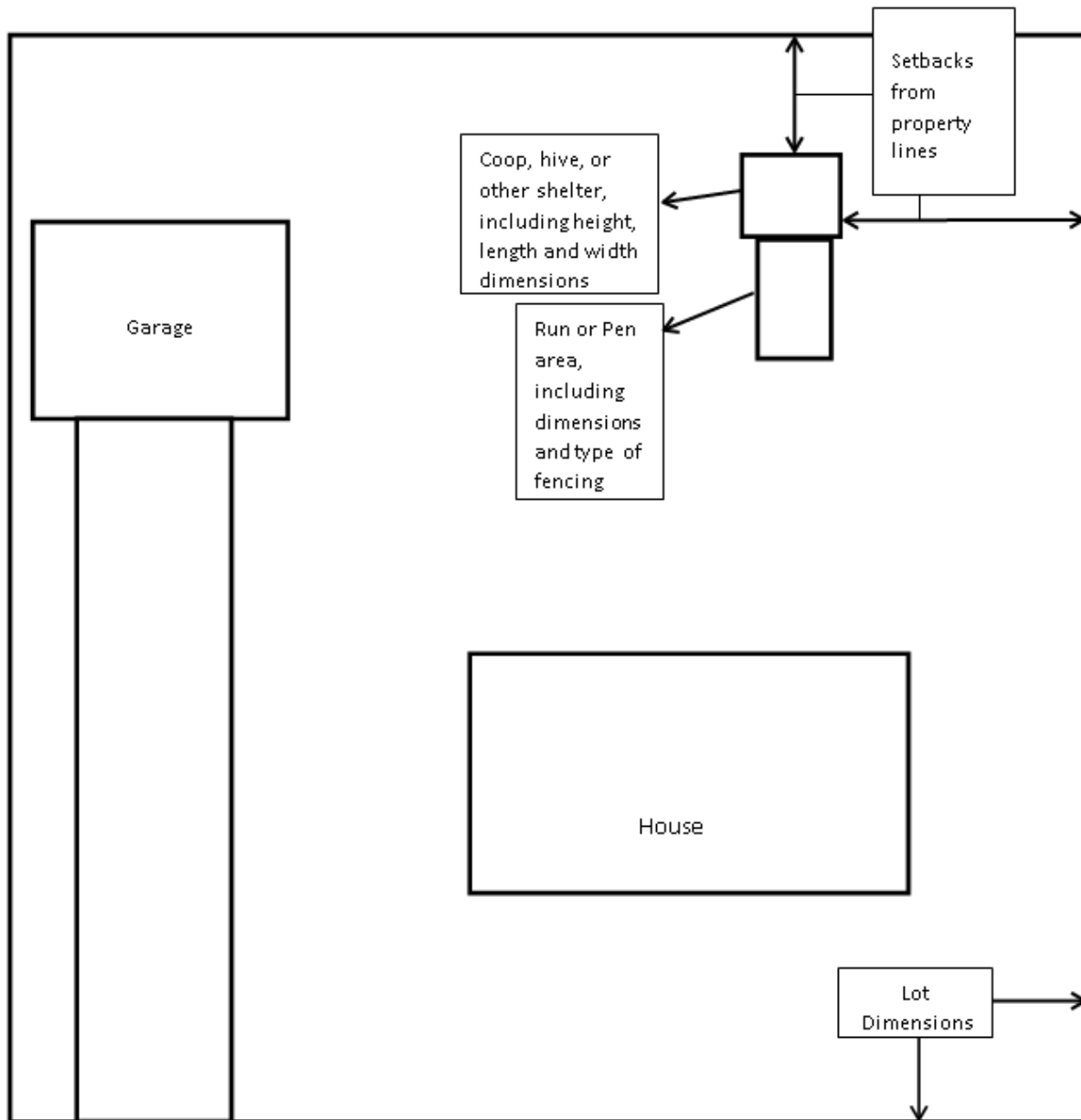
- The location and dimensions of the structure where the animals will be housed.
- The location of fencing (must have written agreement from neighbor if fence is to be placed on a shared property line).
- The distance the proposed buildings are set back from property lines.

GIS Tools: The City of Bemidji online mapping system provides property data and measuring tools. Visit <http://arcgis.co.beltrami.mn.us/Bemidji/link/jsfe/index.aspx>

A sample site plan and proposed format can be found on the following pages, for your convenience.

Sample Site Plan

This is a sample only. Do not use this page as your site plan.



Site Plan

This site plan format is optional: It is available as a convenience –site plans may be provided in other formats, so long as they contain all necessary information.

NAME OF APPLICANT: _____

SITE ADDRESS: _____

PHONE NUMBER: _____

Scale: One (1) square = _____ Feet

