



**Greater Bemidji Area
Joint Planning Board**

Application for Type II Home Occupation 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.

A verification or escrow fee of \$ _____ made payable to the **City of Bemidji** must accompany this application.

| 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: _____ | |
| NAME OF BUSINESS: _____ | |

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

PROPOSAL

Describe the proposed use of your property: _____

Describe the existing use of your property: _____

Are there any other Conditional Use Permits or Variance on this property? (explain w/dates & provide copies) _____

Will your proposal generate an increased amount of traffic? Yes No (if yes explain) _____

How many people will occupy your premises on an average day? _____ Employees _____ Customers _____ Residents

Does your proposal include increased water usage? Yes No How many gallons per day? _____

Does your proposal include signs? Yes No Describe _____

Will your proposal generate additional waste? Yes No Describe your disposal method _____

Does your proposal include additional lighting that can be seen from roads or adjacent properties? Yes No
Explain _____

Does your proposal require additional parking from that which exists now? Yes No Explain _____

Does your proposal include anything that may be a nuisance or otherwise be considered incompatible with your neighbors? Yes No Explain _____

Are there any reasons, not addressed above, that would help to determine if your proposal should be granted?

(Use additional sheets if necessary)

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



Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

317 4th Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

TYPE II HOME OCCUPATION APPLICATION CHECKLIST

1. **Complete application including:**
 - a. Proof of ownership/standing
 - b. Complete legal description from title/deed
 - c. Application fee
 - d. Application filled out in complete detail
 - e. Current ISTS Compliance Inspection (in un-sewered areas only)

2. **Complete site plan including:**
 - a. Adjacent streets labeled and drawn on site plan
 - b. Existing structure(s) & their proposed use
 - c. Floor Plan showing business occupation space
 - d. Driveway/access shown & road authority approval attached if needed
 - e. Existing & proposed septic systems & wells (set backs shown)

3. **Complete sign permit application (if applicable) including:**
 - a. Sign drawing with dimensions & overall sign height
 - b. Sign placement shown on site plan with set backs identified
 - c. Application fee