



**Greater Bemidji Area
Joint Planning Board**

OFFICE USE ONLY
Complete Application Rec'd _____
Comments _____

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.

APPLICANT DATA

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

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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: _____

Date: _____

OFFICE USE ONLY

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

Reviewed by _____ Date _____ Complete Application Yes No

COMPLETED FORMS CAN BE SUBMITTED AT 315 5TH STREET NW, SUITE #2, BEMIDJI, MN 56601



Greater Bemidji Area Joint Planning Board
City of Bemidji Northern Township

315 5th St NW Suite 2, Bemidji, MN, 56601 • Office (218) 759-3579 • Fax (218) 759-3591

TYPE II HOME OCCUPATION APPLICATION CHECKLIST

1. ____ **Completed application form, with:**
 - A. Application w/ fee
 - B. Proof Ownership/Standing (Deed or Purchase Agreement with contingent sale)
 - C. One (1) digital copy of plans
 - D. Current ISTS Compliance Inspection (as applicable)

2. ____ **Complete site plan, including:**
 - A. Lot & site improvements drawn to scale
 - B. Adjacent streets labeled and drawn on site plan
 - C. Existing structure(s) & proposed building improvements drawn to scale with all exterior dimensions (exterior foot prints of all existing and proposed building areas shown on site plan)
 - D. Floor Plan showing business occupation space
 - E. Setbacks identified & shown
 - F. Driveway/access shown & road authority approval attached if needed
 - G. Existing & proposed septic systems & wells (setbacks shown)

3. ____ **Complete sign permit application (if applicable) including:**
 - A. Sign drawings with dimensions & overall heights
 - B. Sign placement shown on site plan with setbacks identified
 - C. Application fee