



**Greater Bemidji Area
Joint Planning Board**

Application for Land Use 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.

OFFICE USE ONLY	
Complete App. Rec'd _____	
Date Permitted _____	
Permit Number _____	
Comments _____	

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: _____	
SITE ADDRESS: _____	PARCEL: _____
EMAIL ADDRESS: _____	
CONTRACTOR NAME: _____	PHONE: _____
Does your property contain low areas, wetlands, or areas with standing water? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, do you intend to drain, fill or otherwise alter this area for any reason?	
Explain _____	

OFFICE USE ONLY

Property Dimensions: Width _____ ft Depth _____ ft Total area _____ sq ft/acres		
Is there one acre of contiguous land on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have there been any Variances/Use Permits granted on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Attach copies		
Is property within 1000 feet of a public water? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is property in an airport zone? <input type="checkbox"/> Yes <input type="checkbox"/> No
Septic Data: Year Installed: _____ Last Compliance Inspection: _____		
<input type="checkbox"/> Pass Compliance <input type="checkbox"/> Fail Compliance <input type="checkbox"/> Notarized Stipulation <input type="checkbox"/> Other _____		
Municipal Services: Water <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, is hook up possible? <input type="checkbox"/> Yes <input type="checkbox"/> No		

STRUCTURAL/CONSTRUCTION DATA (if applicable)

Proposed Structure/Use:	New Single Family Residence	_____	Building Alteration	_____
	Garage (Attached)	_____	Detached Garage	_____
	Accessory Building	_____	Temporary Structure	_____
	Commercial Building	_____	Parking Lot	_____
	Multi Family Dwelling	_____	Other (Explain*)	_____

* _____

Submit a complete sketch of your property drawn to scale with this application showing all buildings, proposed and existing, setbacks, wells, septic and accesses.

ACCESS/DRIVEWAY DATA

Existing Driveway: Yes No

New Driveway: Yes No

If new driveway, please specify road authority: City of Bemidji Northern Township Beltrami County Private

*** Please note that new driveway's may require a new E911 address. Please contact County GIS for a new address.**

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 315 5TH STREET NW, SUITE #2, BEMIDJI, MN 56601

Minnesota Statutes 326B.106

Subd. 13. Lead Certification.

When issuing permits in compliance with the State Building Code to a residential building contractor, residential remodeler, manufactured home installer, or residential roofer licensed under section 326B.805, municipalities must verify lead certification qualifications of the licensee required under subdivision 14 for renovations performed on residential property constructed prior to 1978. Municipalities may charge a surcharge for verification of this certification under section 326B.815, subdivision 2.

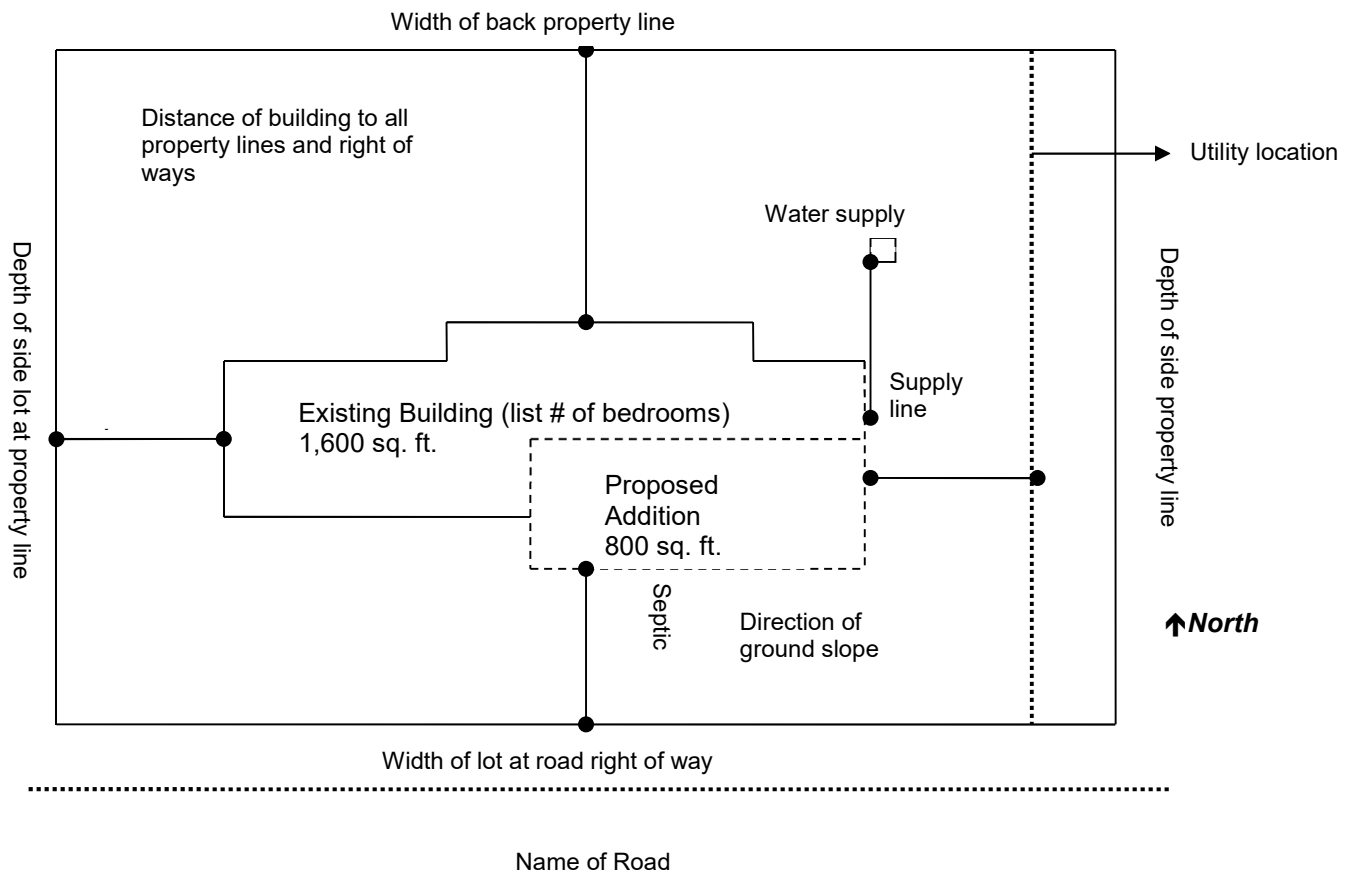
EFFECTIVE DATE: February 1, 2011

Sample Site Plan

Indicate: Existing buildings with dimensions (solid line).
Proposed buildings with dimensions (dashed line).
Lot size and property lines.
Distance from road right of way and property lines to: Existing and proposed buildings
and existing and proposed septic and water supply.

Also indicate: Distance between buildings.
Distance from septic to closest building intended for human occupancy.
Distance from septic to well.
Direction of ground slope in relation to well and septic.
Underground and overhead utilities including water supply line.
An arrow indicating north.
Location of soil treatment and water supply systems on adjoining lots if within 150 ft. of
existing or proposed system.

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





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

LAND USE PERMIT APPLICATION CHECKLIST (RESIDENTIAL)

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

2. _____ **Complete site plan, including:**
 - A. Lot drawn to scale with dimensions & size
 - B. Adjacent streets labeled and drawn on site plan
 - C. All existing structure(s) and proposed building improvements drawn to scale with dimensions (foot print of building areas shown on site plan)
 - D. Front, side & rear yard set-backs identified
 - E. Building height stated or on elevation plan
 - F. All driveways, parking areas and improved surfaces drawn to scale
 - G. All green space and landscaped areas identified
 - H. All septic systems & wells (existing & proposed)
 - I. All recorded easements
 - J. Ordinary high-water mark (properties in shoreland zones).
 - K. All adjacent bodies of water
 - L. Changes in elevation from Ordinary High-Water Mark to opposite end of lot in 2 ft. increments (contour lines).

3. _____ **Certificate of survey** (If improvements are located within three (3') feet, or less of minimum required set-backs. Property line must be staked on lot next to planned building improvements and at all existing deficient set-backs.)