



# CITY OF FINLAYSON

## LAND USE PERMIT APPLICATION

Planning Zoning, City of Finlayson  
 PO Box 244, Finlayson, MN 55735  
[info@finlayson.gov](mailto:info@finlayson.gov)  
[www.finlayson.gov](http://www.finlayson.gov)  
 Phone 320-233-6472

**PROCEDURE**

1. Submit completed application, site plan, and permit fee. A separate fee will be required for each structure on the application. Place stakes marking the parameter of the proposed project(s).
2. The Zoning Administrator will conduct an inspection to determine that all applicable rules and regulations are met. **NOTE: All federal, state and county permits must be obtained before the land use permit is issued.**
3. The City of Finlayson issue permit(s) for compliant work or notify the applicant if the project is NOT permissible. Permits are valid for one (1) year with possible extensions, provided work commences within 180 days.
4. Once the permit is issued, the project can commence. **Commencement prior to permit issuance is a violation and will be subject to additional fees outlined in the Zoning ordinance(s) and fee schedule.**
5. Once the project is completed, contact the Zoning Administrator. The ZA will conduct a final inspection to ensure project(s) were completed as permitted.

**PROPERTY INFORMATION**

<b>PROPERTY ID (PID):</b> <small>(found on tax statement)</small>	<b>ASSOCIATED PROPERTY ID (PID):</b> <small>(adjacent-owned or others related to project)</small>	
Site Address, if applicable:		Today's Date:
Subdivision:	Lot:	Block/Parcel: Zoning District:

**PROPERTY OWNER**

Name:	
Mailing Address:	Email:
City, State, ZIP	Phone:

**PROPERTY CONTACT (if different than above)**

Name:	
Mailing Address:	Email:
City, State, ZIP	Phone:

**CONTRACTOR INFORMATION**

Contractor (company) & Contact (person):	License #:
Phone:	Email:

**Contractor License Notice:** Most residential construction work in Minnesota requires a license through the MN Department of Labor and Industry (DLI). It is the contractor's or applicant's responsibility to ensure licensing compliance. The City of Finlayson does not verify or enforce licensing status. Learn more at: [www.dli.mn.gov](http://www.dli.mn.gov)

**OWNER/BUILDER INFORMATION (if you are not hiring a contractor)**

**If you are building yourself & claim exemption from State Contractor Licensing Laws, please read & sign below:** I certify that I am the property owner and that I am exempt from the Minnesota Contractor Licensing Law because I am personally performing the construction work or coordinating it for my own residential property.

I understand that it is my responsibility to comply with applicable state laws and codes.

Owner(s) Signature:	Date:
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**PROJECT INFORMATION**

Proposed Start Date:	Proposed Completion Date:
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**WHAT ARE YOU APPLYING FOR? (Check all that apply)**

<b>All Residential Zoning Districts – Dwelling Including Agriculture</b>	<b>Residential - Additions &amp; Alterations</b>
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- New single-family dwelling (primary residence, manufactured)
- Accessory dwelling unit (guest house, bunk house, in-law suite)
- Replace existing dwelling: Will old dwelling be removed?    Yes    No
- Agriculture
- Accessory Structure
- Moving a dwelling

- Dwelling addition (bedroom, porch)
- Attached garage or Carport (garage, pole building, shed, sauna, screenhouse, gazebo)
- Enlarge / change existing foundation
- Roofline / height modification
- Porch (enclosed or open-air)
- Deck / Patio

<b>Industrial / Commercial</b>	<b>Other / Special Use</b>
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- Commercial building (new or expansion)
- Industrial building (new or expansion)
- Sign permit
- Cell tower or Equipment install

- Multifamily Dwelling (two or more residences)
- New multi-family dwelling (townhome, duplex, etc.)
- Conditional Use Permit (if required by zoning ordinance)
- Rezoning or Zoning Map amendment
- Demolition Permit
- Variance requested (attach)
- Minor Subdivision -- See checklist
- Major Subdivision -- See checklist
- Subdivision / Lot Line Adjustment
- Other (describe):

<b>Accessory Structure</b>	<b>Land Alteration / Utilities</b>
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- Detached Garage
- Fence
- Greenhouse / Hoophouse
- Agricultural - Animal shelter / chicken coop
- Pole Barn
- Sauna
- Shipping container – number applied for \_\_\_\_\_
- Solar
- Retaining wall
- Shed/ Storage Building/ Shipping Container
- Swimming Pool
- Storage POD (Portable Storage Container)
- Other

- Driveway or parking area
- Grading or excavation
- Fill or earthwork
- Drainage changes/storm water management

**Distance from (lin. ft)**

PROJECT DESCRIPTION	DIMENSIONS (L' x W' x H')	Tot. Sq. Ft	Road Center Line	Side Prop Line	Rear Prop Line	OHWL (If Applicable)	Does it Meet Set Back Requirement

**WATER SUPPLY AND SEWAGE TREATMENT SYSTEMS**

Existing Sewage Treatment System	Proposed Sewage System (if new/upgrade)	Additional Info
<input type="checkbox"/> Municipal / City Sewer <input type="checkbox"/> Private Septic (individual subsurface sewage treatment system - ISTS) <input type="checkbox"/> None / Vacant Lot <input type="checkbox"/> Other	<input type="checkbox"/> Connect to Municipal / City Sewer <input type="checkbox"/> Private – Mound, Other <input type="checkbox"/> Private Septic (individual subsurface sewage treatment System – ISTS) <input type="checkbox"/> None	Pine Co. Permit #:
Existing Water System	Proposed Water System (if new/upgrade)	Additional Info
<input type="checkbox"/> Private Well <input type="checkbox"/> Municipal / City Water Connection <input type="checkbox"/> None / Vacant Lot <input type="checkbox"/> Sprinkler System	<input type="checkbox"/> Connect to Municipal / City Water <input type="checkbox"/> Private well (mark on site plan) <input type="checkbox"/> None	State Permit #:

**EASEMENT INFORMATION**

Are there any known or recorded Easements?  Yes  No If Yes, attach copy

Is any part of the proposed construction within or near an easement?  Yes  No

Attach a copy of your property's recorded survey or plat map, if available, showing easements. You can purchase these online at: [landshark.pinecountymn.gov/LandShark/#/](http://landshark.pinecountymn.gov/LandShark/#/)

**Declaration:** I hereby certify that I am the legal owner of the property listed above or an authorized agent acting on behalf of the owner. I agree that all proposed uses and work described in this application will conform to the applicable ordinances and regulations of the City of Finlayson, Pine County, and the State of Minnesota. I further agree to comply with all conditions attached to any permit or approval granted because of this application.

Applicant's Signature: \_\_\_\_\_ Applicant is the (check one):  OWNER  AUTHORIZED AGENT

**Applications will not be processed without the appropriate worksheet(s) accompanying the Land Use Permit Application.**

Signature of this application by the legal property owner or a licensed contractor, as the owner's representative is required and authorizes the City of Finlayson Zoning Administrator or designee to enter upon the property to perform needed inspections. Entry may be without prior notice Monday - Friday, 8AM - 4PM. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions, and to abide by all the ordinances of the City and the Laws of the State of Minnesota regarding actions taken pursuant to this permit. I agree to pay all plan review fees even if I choose not to proceed with the work. Permit expires when building and work is not commenced within 180 days from date of Permit issued, or if building and work suspended, abandoned or not inspected for 180 days.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**AGREEMENT:**

1. I certify and agree that I am the owner or the authorized agent acting on behalf of the owner of the property, and that all uses will conform to the provisions of City of Finlayson.
2. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application.
3. I certify that the separation distances on the sketch plan are the best of my knowledge true and correct. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid.
4. I consent to site visits by the zoning administrator or authorized personnel.

**A PERMIT MUST BE ISSUED PRIOR  
TO ANY ACTIVITY TAKING PLACE ON THE PROPERTY.**

Applicants name     owner         agent    

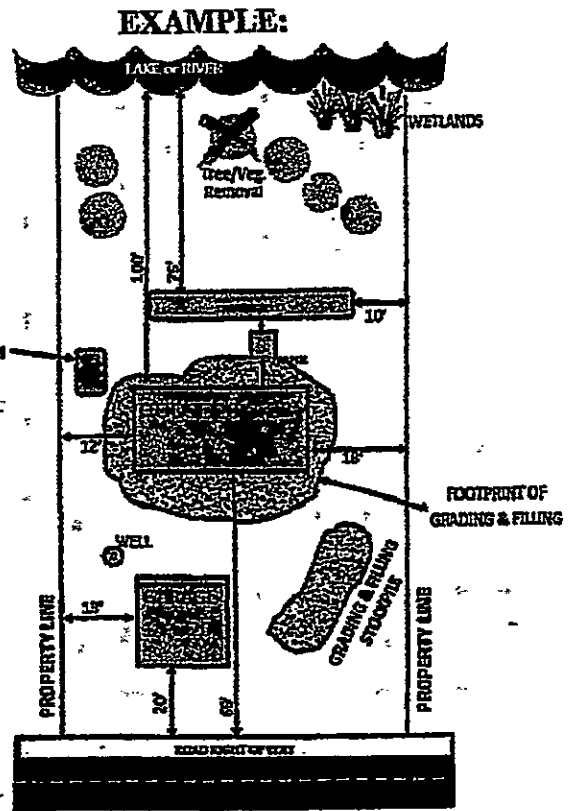
Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**DRAW AND LABEL ON SKETCH (in feet)**

- All proposed structures and dimensions
- All driveways, access roads, parking pads, sidewalks
- All existing structures on the property and dimensions
- All lakes, streams, wetlands
- Distance of proposed structures to septic systems and wells
- Distance of proposed structures to property lines
- Distance of proposed structures to road center line and right-of-way (s)
- Distance of proposed structures to shoreline (closest point)
- Areas of trees/vegetation clearing
- Areas of grading/filling and stockpile locations
- Stormwater management and erosion control features

**YOUR SKETCH MUST HAVE THE  
REQUIRED INFORMATION INDICATED ABOVE.**



Draw and Label on Sketch (in feet) <input type="checkbox"/> All proposed structures and dimensions <input type="checkbox"/> All driveways, access roads, parking pads, sidewalks <input type="checkbox"/> All existing structures on the property and dimensions <input type="checkbox"/> All lakes, streams, and wetlands	<input type="checkbox"/> Distance of proposed structures to septic system and wells <input type="checkbox"/> Distance of proposed structures to property lines <input type="checkbox"/> Distance of proposed structures to road parallel to right-of-way (s)
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