

# OGEMA TOWNSHIP

## APPLICATION FOR A ZONING PERMIT FOR A STRUCTURE

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

YOUR MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (include area code if not 320)

EMAIL: \_\_\_\_\_ (optional)

Legal description or Property I.D. number (from tax statement) of construction site:

Construction: \_\_\_\_ Dwelling (any building or portion thereof for human occupancy)

\_\_\_\_ Primary Structure not a dwelling (e.g., commercial buildings)

\_\_\_\_ Accessory Structure = items like sheds & garages that are incidental to primary structures. Permits are required only when they are 500 sq ft in area or larger.

Is any construction within 300 feet of a river or 1000 feet of a lake?

\_\_\_\_ Yes \_\_\_\_ No If yes, the name of river or lake: \_\_\_\_\_

If "Yes", a permit from Pine County is also required in addition to a permit from Ogema Township (see [www.co.pine.mn.us](http://www.co.pine.mn.us) or call 1-800-450-7463 ext. 1659). NOTE: in shoreland areas, the county requires a permit for all construction, regardless of size.

**FYI** – The Rural Residential District is Sections 2, 3, 4, and 10, of Range 17, of Ogema Township. The Open Space District is all the remaining land in the township. A Shoreland area is any land within 300 feet of the ordinary high water line of a river, or within 1000 feet of a lake. A Floodplain is all areas so designated by FEMA, and managed by Pine County. A Wetland is any swampy kind of area not necessarily near any river or lake, and is regulated by the Soil & Water Conservation District.

Use the following list as a checklist of what information to provide, as you make a drawing or a written explanation of your proposed site plan. Failure to complete any of this information may result in rejection of this application.

The following list only informs you of the most commonly asked items that are necessary to evaluate most applications, so please call for additional information or request a full copy of Ogema's ordinance if you are uncertain of any details or additional requirements. In cases of any differences between this application and Ogema Township's governing ordinance, the standards contained in the ordinance shall apply.

**Dwellings and Primary Commercial Buildings only:**

- In the Open Space District, the parcel must be 10 acres or larger, and must be a minimum of 300 feet wide at the building line.
- In the Rural Residential District, the parcel must be 2.5 acres or larger, and must be a minimum of 200 feet wide at the building line.
- In both districts, all dwellings must be a minimum of 400 square feet of interior floor space.
- In both districts, all dwellings must have a frost-free footing, foundation, or pillars. Wood within 6 inches of the ground must be treated for rot resistance. Concrete slabs must be four (4) inches thick with mesh or rebar reinforcing. Piers less than 42 inches deep must rest on 3 ft x 3 ft pads (or larger). Piers more than 42 inches deep must be a minimum of 5 ½ inches in diameter. Please provide details about the proposed foundation. Alternate designs will be considered.
- In both districts, all dwellings must be bolted or otherwise attached to their foundation. If the permit is for a park model, mobile home, manufactured home, or modular home, then please supply the manufacturer's recommendation for tie-down spacing. If there is no standard suggested, then a minimum of one tie-down 18 inches deep every 8 feet around the perimeter is required. Show your tie-downs with your foundation plan.
- In both districts, there may be only one primary dwelling and one guest cottage on any parcel or lot, except for temporary dwellings that have been issued an Interim Use permit, or resorts that have been issued a Conditional Use permit.
- In both districts, dwellings for more than one family unit also require a Conditional Use Permit from Ogema Township. Please designate the number of family units in your proposal.
- In both districts, dwellings are not permitted in Floodplains, Wetlands, or in areas where the water table is less than four (4) feet deep. Describe your site.
- In both districts, every parcel with a dwelling must have a waste disposal system of some type. If there is no waste system at all, then you need to submit a copy of your SSTS permit from Pine County along with this application. If there is an existing waste disposal system on the property, and you are adding a bedroom to the dwelling, then a copy of your Certificate of Compliance from the county must be included with this application. The type of sanitary system on this property right now is:

None     Outhouse     Holding Tank     Misc (e.g., Composting Toilet)

Septic Tank & Drainfield/Mound     Other (explain): \_\_\_\_\_

**All structures:**

- In the Open Space District, all structures must be setback from public roads 100 feet from the centerline. The setback from the side and rear property lines is at least 50 feet.
- In the Rural Residential District, all structures must be setback from public roads 100 feet from the centerline. The setback from the side and rear property lines is at least 10 feet.
- In both districts, permits are only granted on parcels that are not landlocked. Please indicate your legal access to your parcel.
- Show the dimensions of the parcel, and the size and location of all principal and accessory structures, and parking areas.
- Show the location of any wells and waste disposal systems on neighboring property within 100 feet of your proposed new structure.

**Terms of acceptance:**

I hereby certify that the information contained in this application is true and correct. I agree to do the proposed work in accordance with this plan, or township approved amendments stated on the permit, as well as all applicable Ogema Township and Pine County ordinances. If I do not build what I've described in permit application, I must notify Zoning Administrator about changes for approval prior to inspection and there will be an additional \$25.00 for Administrative costs. I understand this is not a permit for a water supply or human waste disposal system.

I understand the term of this permit is for twelve (12) months, and can be extended for a maximum of one additional twelve (12) month term by making such application **before** the expiration of my original permit.

I agree to provide access to any relevant records, and to allow the township inspector (or appropriate designee) on my land to make necessary inspections. When practical, inspections shall be conducted at the times requested by the applicant, but in cases where no call for inspection has been received by the township one (1) month prior to the date of expiration of the permit, then inspections to certify compliance with this ordinance shall be made with at least 72 hours of advance notice to the applicant. If some item that needs inspection has been buried prior to inspection, the township reserves the right to require that the applicant uncover that item for inspection.

The final approval of any permit is not given or implied until the final inspection has been made and approved by the signature of the Zoning Administrator, his delegate, or a Town Board member. It is the responsibility of the applicant to have his permit available for signing at the time of the inspection.

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SIGNATURE OF APPLICANT

Fee: \$100.00 to accompany this application  
\$200.00 for permits obtained "after the fact"

Make checks payable to Ogema Township

Return to:	Zoning Administrator	(or)	Ogema Township Clerk
	47196 Witt Lane		41040 Alma Razor Road
	Markville, MN 55072		Hinckley, MN 55037
Phone:	320-242-3236		320-384-6110