

# Aitkin County Variance Instructions

All applications for a variance permit must be accompanied with one check made to Aitkin County Zoning for \$696.00 (\$650.00 application fee + \$46.00 recording fee)

**This fee does not include any building permit fees and is non-refundable if denied!!**

1. **Variance Application** – Signed and Completed. *\*If applicant is someone other than the landowner, an Authorized Agent form must be included that shows the owner has given the applicant permission to submit the application.*
  - a. Your application must include a detailed written explanation of your proposed project including the type, size, and purpose of the request.
  - b. It must also thoroughly explain the reason(s) why you feel you cannot comply with the Section(s) of the Ordinance(s). If you need assistance in identifying the applicable Ordinances and Sections, please contact our department. **Note:** If a permissible option exists for your project(s), then a practical difficulty does not exist and the legal criteria for granting a variance cannot be met.
  - c. Accurate tax parcel ID #'s must be given for the property on which the variance is sought. (Parcel ID's are shown on your tax statement. They are also accessible on the online County tax parcel map found on the County website: [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us).)
2. **Part I – Supplemental Data to Variance Application** – Complete all applicable sections.
  - a. If the property is located in a township that requires a written recommendation of a proposed road right-of-way project, a copy of the recommendation must be submitted with the variance application. A list of township officials can be found on the County website: [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us). The following Townships require a written recommendation prior to applying for your variance: Fleming Township, *Glen Township*, Lakeside Township, *Pliny Township*, Shamrock Township, *Wagner Township*.
3. **Part II – Specific Directions** – Provide written directions from Aitkin to the property (include the E911 address). If the property does not have an E911 address, provide an adjacent property's E911 address and the direction your property is from the adjacent property. *Failure to submit accurate directions could result in the tabling of the application until a later date.*
4. **Part III – A Survey or Scaled Drawing** – A Survey or Scaled Drawing NO larger than an 11" x 17" paper size. Registered surveys are required if your request is to a road or property line setback. A registered survey may be required to verify the accuracy of the submitted information before granting of the variance.
  - a. Location and dimensions for all lot lines.
  - b. Location and dimensions of all existing and proposed structures/additions. *Include eave overhang dimensions.*
  - c. Location and depth of all existing and proposed wells within 100 feet of the property.
  - d. Location and dimensions of all existing and proposed septic system components (septic tank, septic drainfield).
  - e. Location and dimensions of all existing and proposed driveways, road right-of-ways, and easements.
  - f. If topography is unusual, show elevations and location of bluffs, steep slopes, wetlands, etc.

- g. Indicate all setback distances for items 4.a-f above to:
  - i. ordinary high water level of lakes or rivers
  - ii. lot lines
  - iii. road right-of-ways

**Note: Setbacks are measured to a structure's nearest point which is often an eave overhang or a deck/platform. Be sure your measurements are taken and shown this way!!!**

- h. Indicate which direction is north.
- i. Location of neighboring residential structures.

If you are proposing a new structure or an addition/alteration to an existing structure, a side profile sketch must also be provided. Please refer to the example profile so you may complete your side profile sketch properly. Remember to show your eave overhang dimensions.

- 5. **Part IV – Septic Compliance or Design** – Certificate of Compliance or an approved design for the property's septic system(s). Please contact our office and explain your proposed project to find out what specific septic information is required for your application. Doing so will help ensure your application is complete and avoid delays in its processing. One of the following may be required:
  - a. If there is one or more existing septic systems on the property (including outhouses) that are greater than 5 years old and haven't been inspected in the last 3 years a compliance inspection may be required.
  - b. If your application proposes a new sewer structure you must submit an approved septic design.
  - c. If your application proposes a bedroom addition to an existing sewer structure you will be required to show the existing septic system is sized appropriately or submit an approved design to enlarge the existing system.
- 6. **Part V – Copy of your Deed** – The "grantee" on the deed must match the current owner name in county records and the owner's signature on the variance application form or the Authorized Agent form. Copies of your deed can be obtained from the County Recorder's office (218-927-7336).
- 7. **Part VI – Shoreland Performance Standards** – The Soil & Water Conservation District may be contacted for assistance in completing these forms (218-927-6565).
  - a. If the property is located on the Mississippi River, it is within the Mississippi Headwaters Corridor and thus falls under the jurisdiction of the Mississippi Headwaters Ordinance. Variance approval is therefore also required from the Mississippi Headwaters Board if the County variance application is approved.
  - b. If the project being proposed in your variance application affects a wetland, please contact the Aitkin County Wetland Specialist (218-927-7342) for information on how to go through this process.
- 8. **Part VII – Erosion Control Plan** – You must submit the completed form to Aitkin County Environmental Services. Depending on the extent of excavation and fill involved in your project, your plan may require approval from the Aitkin County Soil & Water Conservation District prior to applying for your variance.
- 9. **Clearly stake your property and proposed construction.** The project area(s) must be accessible (e.g. snow must be plowed, road access to project area.)
  - a. Locate and mark your property lines so they are clearly visible.

- b. Locate and mark all corners of your proposed project(s).
  - c. Locate and mark all septic system components.
  - d. A visible E911 address sign at the end of the driveway.
10. **Submit your application to: Aitkin County Planning & Zoning, 209 Second St. NW, Room 100, Aitkin, MN 56431.** Applications must be complete and received on the application deadline date in order to be placed on the corresponding Board of Adjustment meeting agenda. Please **do not** staple or bind packets as additional paperwork will be added. If the above items are not received your application will not be processed. Payment is due at the time of submittal. *Submittal of the above materials does not always constitute a complete application. Other information **may** be necessary to complete the application based on the type of request and onsite inspection.*
11. **You will be notified by mail of the meeting date; please plan to attend or have a representative attend this meeting.**
12. **If your variance application is approved by the Board of Adjustment, you must still obtain all necessary permits before starting your project(s).** You cannot obtain your permit on the same day that your variance application is acted upon. Department staff need at least one day to process your variance paperwork before being able to issue the necessary permit(s).

## Variance Application Checklist

All of the following items must be submitted together at one time. Separately submitted items will NOT be accepted. Even if one of the required items is in your property's file, a separate copy of the item must still be submitted with your variance application because it is a separate, stand-alone document.

- Complete and Sign the Variance Application Form.
- Authorized Agent Form (if applicable).
- Complete all applicable Sections of the Supplemental Data (Part I).
- Written township recommendation (if applicable)
  - *The following Townships require a written recommendation prior to applying for your variance to a Township road right-of-way: Fleming Township, Glen Township, Lakeside Township, Pliny Township, Shamrock Township, Wagner Township.*
- Specific directions to your property (Part II).
- A survey or scaled aerial view drawing (Part III).
- A side profile sketch of the structure (if applicable).
- Certificate of Compliance or Approved Septic Design (Part IV).
- Property deed (Part V).
- Shoreland performance standards worksheet (Part VI).
- Erosion Control Plan (Part VII).
- Payment for the application fee.
  - \$696.00 made payable to: Aitkin County Zoning (\$650.00 application fee + \$46.00 recording fee)
- Clearly stake your property lines and proposed construction areas.



# **PART I: SUPPLEMENTAL DATA TO VARIANCE APPLICATION**

**Aitkin County Environmental Services**  
209 Second St. NW, Room 100, Aitkin, MN 56431  
Phone: 218.927.7342 Fax: 218.927.4372  
[www.co.aitkin.mn.us](http://www.co.aitkin.mn.us)

**Note:** Place an “X” by each item below that applies to your variance request. Then, fill out **only** the applicable following section(s) that apply, as directed. **If a section does not apply to your request, leave it blank.**

**What is the reason(s) for applying for the variance? Place an “X” by each applicable item.**

- Setback issues for a proposed new structure: **Complete Section 1**
- Setback issues for an alteration to an existing nonconforming structure: **Complete Section 2**
- Setback issues for a septic system: **Complete Section 3**
- Land alteration: **Complete Section 4**
- Creating a lot not in conformance with the minimum Ordinance standards: **Complete Section 5**
- Other: attach separate sheet explaining variance request

## **Section 1 – New Structure(s)**

Check all that apply and fill in requested information:

- |  |  |
|--|--|
| <input type="checkbox"/> Basement          | <input type="checkbox"/> One Story Level             |
| <input type="checkbox"/> Crawlspace        | <input type="checkbox"/> Story-and-a-Half Level      |
| <input type="checkbox"/> Walk-out Basement | <input type="checkbox"/> 2 <sup>nd</sup> Story Level |

Proposed # of Bedrooms \_\_\_\_\_ Proposed Structure Height \_\_\_\_\_ ft.

Existing Total Building Coverage \_\_\_\_\_% Proposed Total Building Coverage \_\_\_\_\_%

Existing Total Impervious Surface Coverage \_\_\_\_\_% Proposed Total Impervious Surface Coverage \_\_\_\_\_%

*“Building Coverage” means the ground surface covered by any building or appurtenance, including, but not limited to, decks, platforms, overhangs and projections therefrom, outdoor furnaces, fishhouses, sheds, carports, lean-to’s, or any similar building. –as per the Aitkin County Shoreland Management Ordinance.*

*“Impervious surface coverage” means any structure, facility or surface that sheds water including structures and facilities, sewage treatment system absorption areas (equal to 190 sq.ft./bedroom), retaining walls, and roadway surfaces and parking areas. Impervious surface does not include eaves of two feet and less. – Per the Aitkin Count Shoreland Management Ordinance.*

Itemized square footage of proposed structure(s):

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Check the item(s) from which you are requesting a variance and fill in the proposed setback distance. \* Setbacks are measured to the nearest point on a structure which can be the eave overhang or an attached deck/platform.

Proposed Structure Type (indicate with or without living quarters) \_\_\_\_\_

_____ Ordinary High Water Level (OHWL)	Proposed Setback _____ ft.
_____ Property Line	Proposed Setback _____ ft.
_____ Road Right-of way ___ Twp ___ Co. ___ State	Proposed Setback _____ ft.
_____ Bluff	Proposed Setback _____ ft.
_____ Other: _____	Proposed Setback _____ ft.

## **Section 2 – Alteration(s) to Existing Nonconforming Structure(s)**

Check all that apply and fill in requested information:

### **Existing Structure**

Basement  
 Crawlspace  
 Walk-out Basement  
 One Story Level  
 Story-and-a-Half Level  
 2<sup>nd</sup> Story Level

Existing Structure Height \_\_\_\_\_ ft.  
 Existing # of Bedrooms \_\_\_\_\_  
 Existing Building Coverage \_\_\_\_\_%  
 Existing Total Impervious Surface Coverage \_\_\_\_\_%

### **Proposed Addition(s)**

Basement  
 Crawlspace  
 Walk-out Basement  
 One Story Level  
 Story-and-a-Half Level  
 2<sup>nd</sup> Story Level

Proposed Addition(s) Height \_\_\_\_\_ ft.  
 Final # of bedrooms after remodel \_\_\_\_\_  
 Proposed Building Coverage \_\_\_\_\_%  
 Proposed Total Impervious Surface Coverage \_\_\_\_\_%

*“Building Coverage” means the ground surface covered by any building or appurtenance, including, but not limited to, decks, platforms, overhangs and projections therefrom, outdoor furnaces, fishhouses, sheds, carports, lean-to’s, or any similar building. –as per the Aitkin County Shoreland Management Ordinance.*

*“Impervious surface coverage” means any structure, facility or surface that sheds water including structures and facilities, sewage treatment system absorption areas (equal to 190 sq.ft./bedroom), retaining walls, and roadway surfaces and parking areas. Impervious surface does not include eaves of two feet and less. – Per the Aitkin Count Shoreland Management Ordinance.*

Itemized square footage of proposed structure(s):

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Check the item(s) from which you are requesting a variance and fill in the proposed setback distance. \* Setbacks are measured to the nearest point on a structure which can be the eave overhang or an attached deck/platform.

Proposed Alteration Type \_\_\_\_\_

_____ Ordinary High Water Level (OHWL)	Existing Setback _____ ft.	Proposed Setback _____ ft.
_____ Property Line	Existing Setback _____ ft.	Proposed Setback _____ ft.
_____ Road Right-of way __ Twp __ Co. __ State	Existing Setback _____ ft.	Proposed Setback _____ ft.
_____ Bluff	Existing Setback _____ ft.	Proposed Setback _____ ft.
_____ Other: _____	Existing Setback _____ ft.	Proposed Setback _____ ft.

### **Section 3 – Septic System**

Check the item(s) from which you are requesting a variance and fill in the proposed setback distance.

_____ Ordinary High Water Level (OHWL)	Proposed Setback _____ ft.
_____ Property Line	Proposed Setback _____ ft.
_____ Road Right-of way __ Twp __ Co. __ State	Proposed Setback _____ ft.
_____ Bluff	Proposed Setback _____ ft.
_____ Other: _____	Proposed Setback _____ ft.

### **Section 4 – Land Alteration**

What is your land alteration? Check all categories that apply and indicate the total amount of excavation or placement of fill.

_____ More than 10 cubic yards on steep slopes and shore and bluff impact zones.	Total Cubic Yds. _____
_____ Other: _____	Total Cubic Yds. _____

### **Section 5 – Creating Nonconforming Lot(s)**

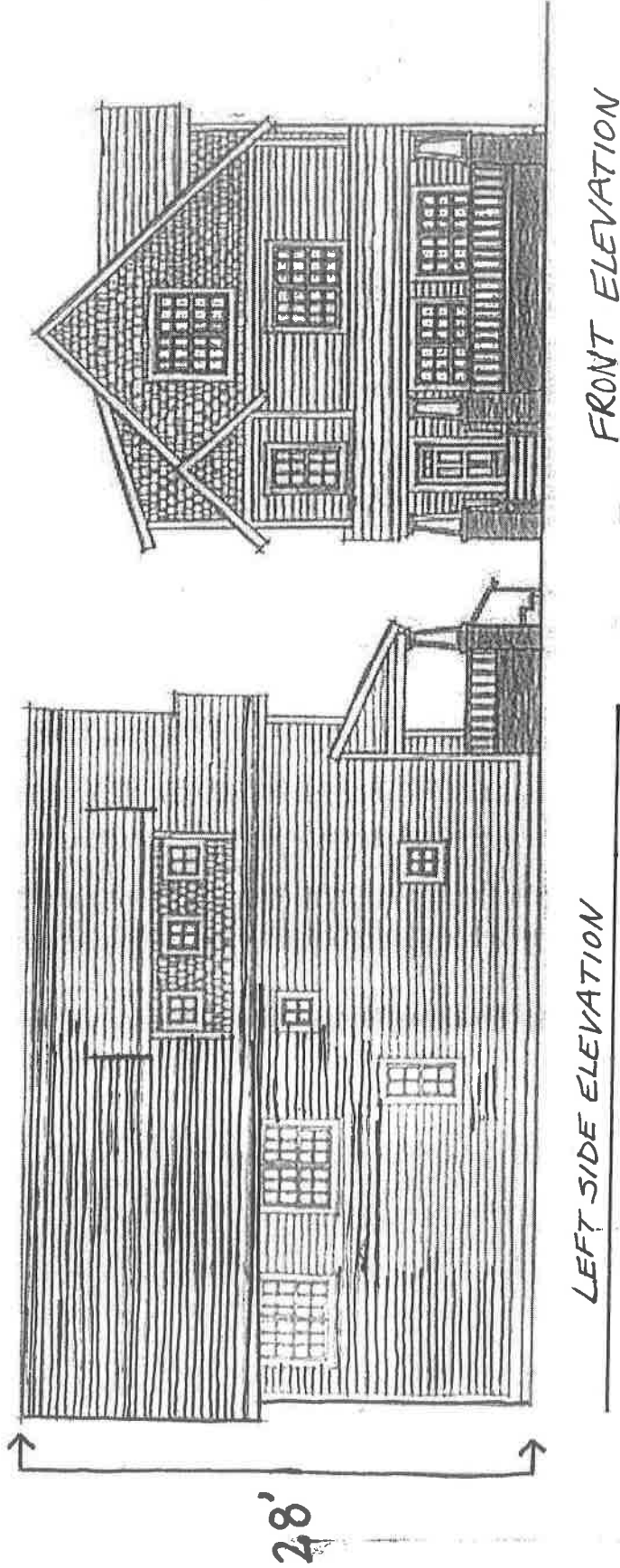
Check the item(s) from which you are requesting a variance and fill in the proposed dimensions.

_____ Property Width	Proposed Property Width _____
_____ Property Area	Proposed Property Area _____
_____ (2) Standard Septic Sites	
_____ Legal Access	





# EXAMPLE SIDE PROFILE SKETCH

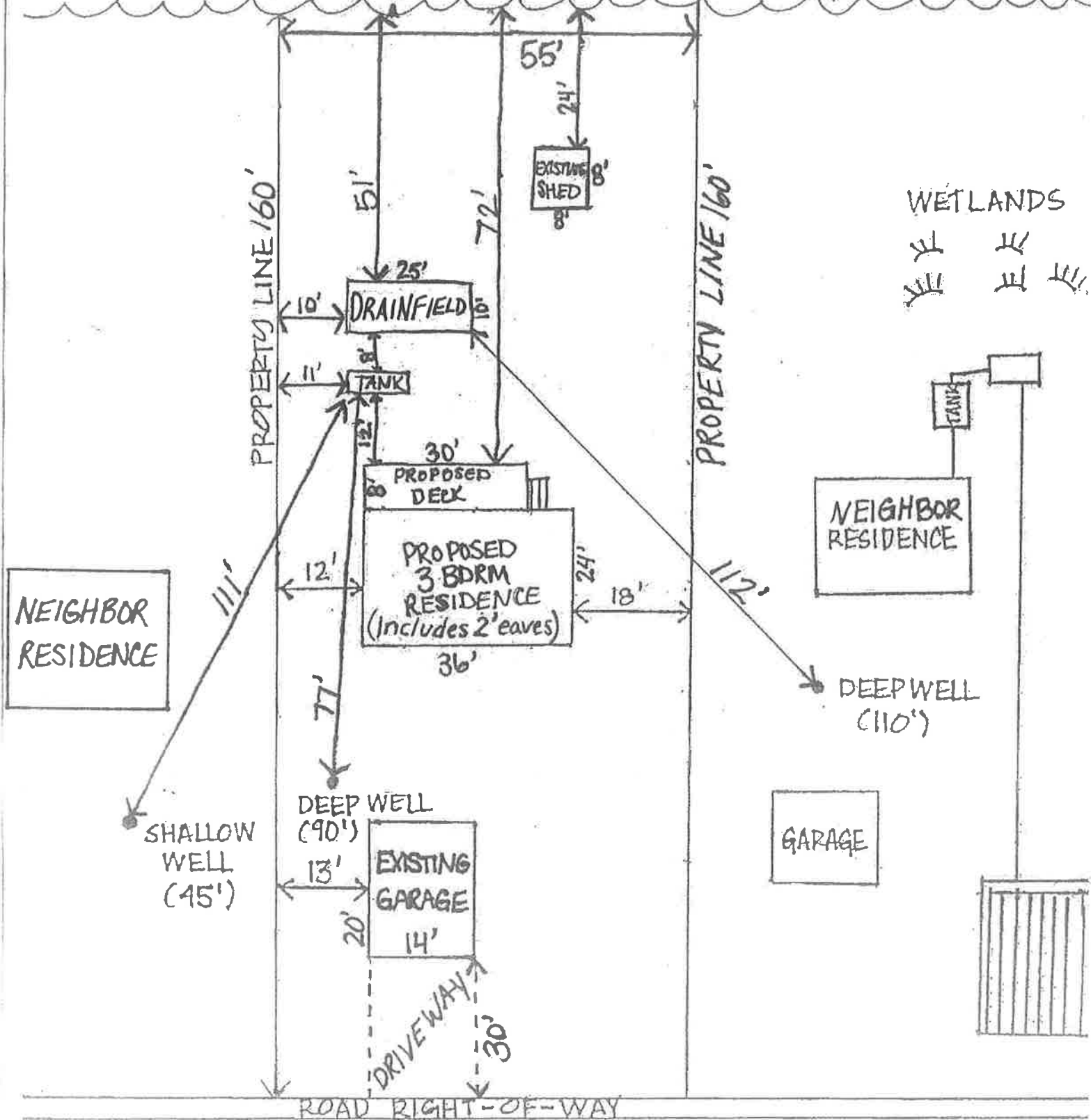


NOTE: The height of a walk-out basement shall be included when measuring the height of the structure.

The maximum structure height per Ordinance is 35 feet.

SCALE 1" = 20'  
LOT = 55' x 160' ↑ N

LAKE, RIVER, RESEVOIR, STREAM OR PROPERTY LINE



EXAMPLE DRAWING

# AITKIN COUNTY ENVIRONMENTAL SERVICES-PLANNING & ZONING

209 Second Street, NW  
Aitkin, Minnesota 56431

PH: (218) 927-7342  
FX: (218) 927-4372



## PART VI: VARIANCE APPLICATION

### “Aitkin County Shoreland Performance” Worksheet Instructions:

**Are you applying for a variance from the Aitkin County Shoreland Management Ordinance?** If so, you must complete the “Aitkin County Shoreland Performance” sheet. This is used as an attempt to evaluate your property and project as it relates to the required setbacks and the intent of the Ordinance to protect water quality, habitat and aesthetics. Your project will receive a ranking/score that relates to a “percentage” of compliance with the Department of Natural Resources guidelines and Aitkin County Ordinances.

**STEP 1:** Determine the level of non-conformance and score by completing 1-5 on the worksheet. The actual setback will be multiplied by the corresponding ‘score multiplier’ to determine your “Pre-mitigation Lot Score”.

**STEP 2:** Review the mitigation options and circle those that you would be willing to implement as a condition of your variance. See letters A-J.

\*As a note, if you will be creating a buffer zone or other landscape project as part of your mitigation plan, please be prepared to present an approved plan to the Board of Adjustment. You may wish to contact the Aitkin County Soil and Water Conservation District for approval of your proposal (218-927-6565). Although not familiar with specifics of the “Aitkin County Shoreland Performance” worksheet, the University of Minnesota’s Master Gardeners may be another resource that would be able to provide you with planting suggestions and landscaping ideas. You may contact the University Extension Service at (218) 927-7321.

**STEP 3:** A final score is determined by adding your “Pre-mitigation Lot Score” with your “Mitigation Total”. *Please note, the property should obtain a score of 100 or more to meet performance standard requirements.*

After a practical difficulty has been determined, the Board of Adjustment may use the “Aitkin County Shoreland Performance” sheet submitted with your application and/or use their own completed sheet to attempt to mitigate impacts to the water-body and/or adjoining properties.

If you have any questions, please contact Aitkin County Environmental Services – Planning & Zoning at (218) 927-7342 or Aitkin County Soil and Water Conservation District at (218) 927-6565.

# AITKIN COUNTY SHORELAND PERFORMANCE

(Structure Placement Guidance)

A property should obtain a score of 100 or more to meet performance standard requirements. A conforming lot is assigned a score of 100. A lot is deemed conforming when the structure meets the required setbacks to the protected water as specified in the Aitkin County Shoreland Management Ordinance (SMO). A structure that fails to meet this definition is considered non-conforming.

To determine the level of non-conformance and score (See Reference Table):

- 1) Determine the DNR classification of the protected water on the lot (SMO-4.13 & 4.14) ..... 1: \_\_\_\_\_
- 2) Determine the required "Structure Setback" to that classification of water (SMO 5.2) ..... 2: \_\_\_\_\_
- 3) Determine the "Actual Setback" of the structure by measuring the closest part of the structure to the protected water, bluff, right-of-way, property line, etc. for which a variance is sought..... 3: \_\_\_\_\_
- 4) Enter the corresponding 'Score Multiplier' ..... 4: \_\_\_\_\_
- 5) Pre-mitigation 'Lot Score': Determine the percentage of the encroachment as it relates to the standard setback by multiplying the Actual Setback with the 'Score Multiplier' (Note: round to the nearest whole number) ..... 5: \_\_\_\_\_

Reference Table: Performance Multipliers for structures, septic, bluff, and sidelots in Aitkin County.

Protected Waters Type (DNR Classification; SMO 4.13-4.14)	Required Structure Setback	Score Multiplier Structures	Required Septic Setback	Score Multiplier Septic	Score Multiplier Bluff (30' setback)	Score Multiplier Sidelot (10' setback)
General Development Lake	75'	1.333	75'	1.333	3.33	10.000
Recreational Development Lake	100'	1.000	75'	1.333		
Natural Environment Lake	150'	0.667	150'	0.667		
Mississippi River	150'	0.667	125'	0.800		
Tributary Stream	100'	1.000	75'	1.333		
Forested Stream	150'	0.667	100'	1.000		
Remote Stream	200'	0.500	150'	0.667		

**Mitigation:** To bring a non-conforming structure to a score of 100 the landowner conducts and maintains one or more of the below listed mitigating activities:

- A) Zone A(1): Plant and/or maintain a 12.5' wide natural vegetated buffer zone adjacent to the OHW and record deed restrictions to maintain vegetation in its natural state, prohibit mowing or vegetation removal.\* Water access as defined in the Shoreland Management Ordinance is allowed (Section 5.31.B.2.c)..... **15 points**
- Zone A(2): Plant and/or maintain a 25' wide natural vegetated buffer zone adjacent to the OHW and record deed restrictions to maintain vegetation in its natural state, prohibit mowing or vegetation removal.\* Water access as defined in the Shoreland Management Ordinance is allowed (Section 5.31.B.2.c)..... **30 points**
- B) Zone B: Plant and/or maintain an additional 12.5' wide natural vegetated buffer zone between Zone A landward. Record deed restrictions to maintain vegetation in its natural state, prohibit mowing or vegetation removal.\* A ten-foot (10') access path is allowed. .... **20 points**
- C) Zone C: Plant and/or maintain an additional 12.5' wide natural vegetated buffer zone between Zone B landward. Record deed restrictions to maintain vegetation in its natural state, prohibit mowing or vegetation removal.\* A ten-foot (10') access path is allowed. .... **10 points**
- D) Construction of rain garden(s) to Wisconsin DNR Manual specifications..... **20 points**
- E) Removal of all other structures that do not meet the standard building setbacks, including water oriented structures..... **20 points**
- F) Removal of impervious surfaces to at least half ordinance limits (SMO 5.52.A) ..... **10 points**
- G) Removal of fill all placed in historic wetlands and guarantee of no future wetland fill recorded on deed ..... **10 points**
- H) Re-vegetate bluff or steep slopes\* and provide screening of structures from the lake. .... **10 points**
- I) Diversion of all water runoff from impervious surfaces away from the lake into retention ponds, subsurface drains, wetlands, etc. with no outlet to the lake or tributary ..... **10 points**
- J) Existing conditions may apply on the property that warrant credit..... *To be determined by P&Z*

**Final Score =** Pre-mitigation Lot Score (Line 5) \_\_\_\_\_ + Mitigation Totals (Lines A-I) \_\_\_\_\_ = \_\_\_\_\_

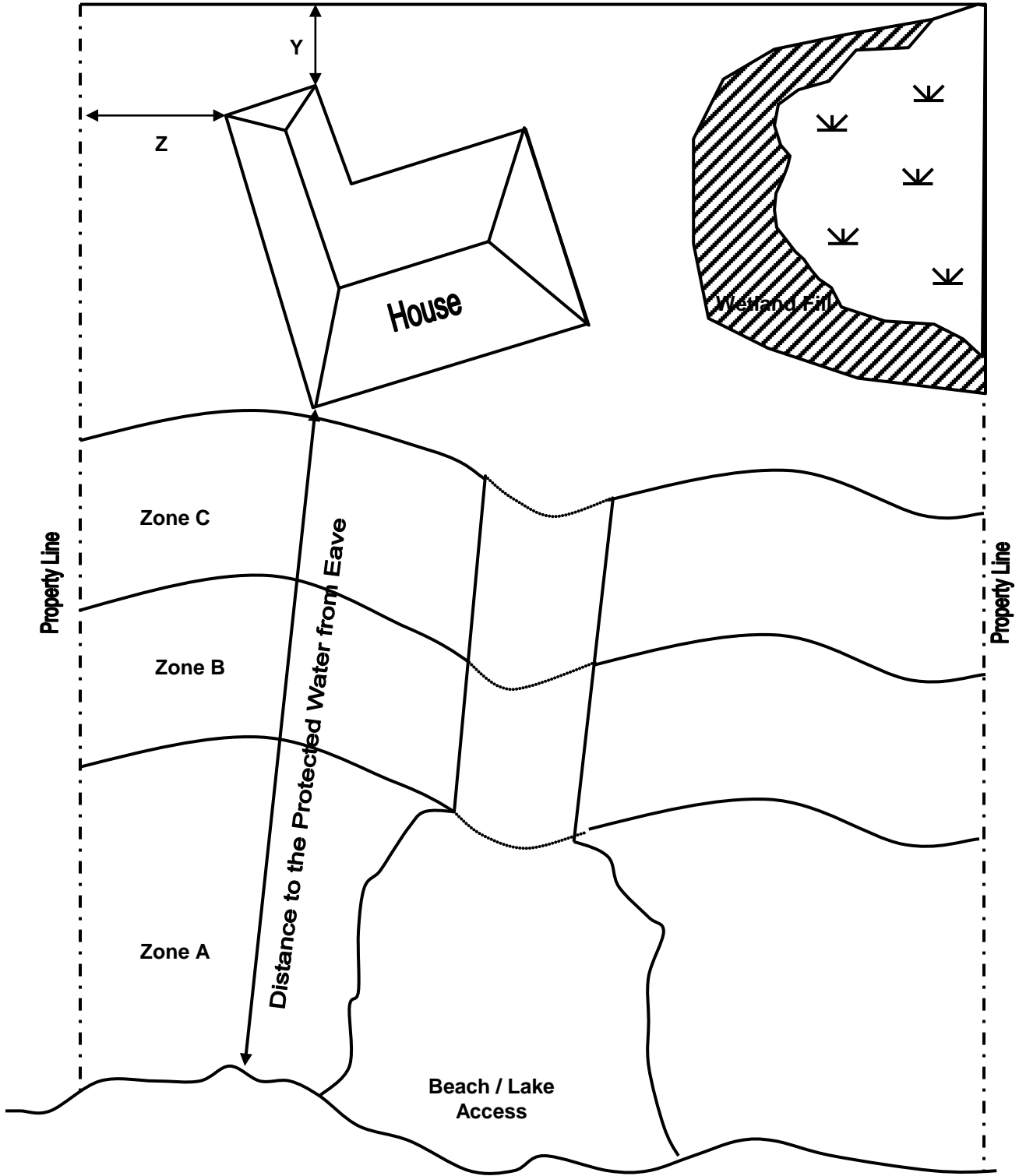
\*Note: Plant materials for vegetative buffers shall be native to northern Minnesota. For every 5,000 square feet of buffer area, there shall be a minimum of four types of trees, six types of shrubs, seven forbs, and three grasses planted to achieve a one plant per square foot minimum coverage. Survival of all plants must be guaranteed for a minimum of 5 years

\_\_\_\_\_  
Board of Adjustment Chairperson

\_\_\_\_\_  
Applicant

AITKIN COUNTY SHORELAND PERFORMANCE  
(Example)

Road right-of-way (ROW)



Recreational Development Lake (RD)

# PART VII: STANDARD EROSION CONTROL PLAN

According to Aitkin County's Shoreland Management Ordinance, soil erosion control information needs to be included on the site plan which is submitted and approved prior to the issuance of zoning permits. The Standard Erosion Control Plan is provided to assist in meeting this requirement.

## Instructions:

1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. A cross section sheet is required for walkout basements and excavations into hillsides for determining volume of fill to be excavated.

Project Location \_\_\_\_\_

Builder \_\_\_\_\_ Owner \_\_\_\_\_

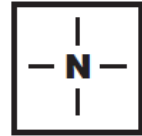
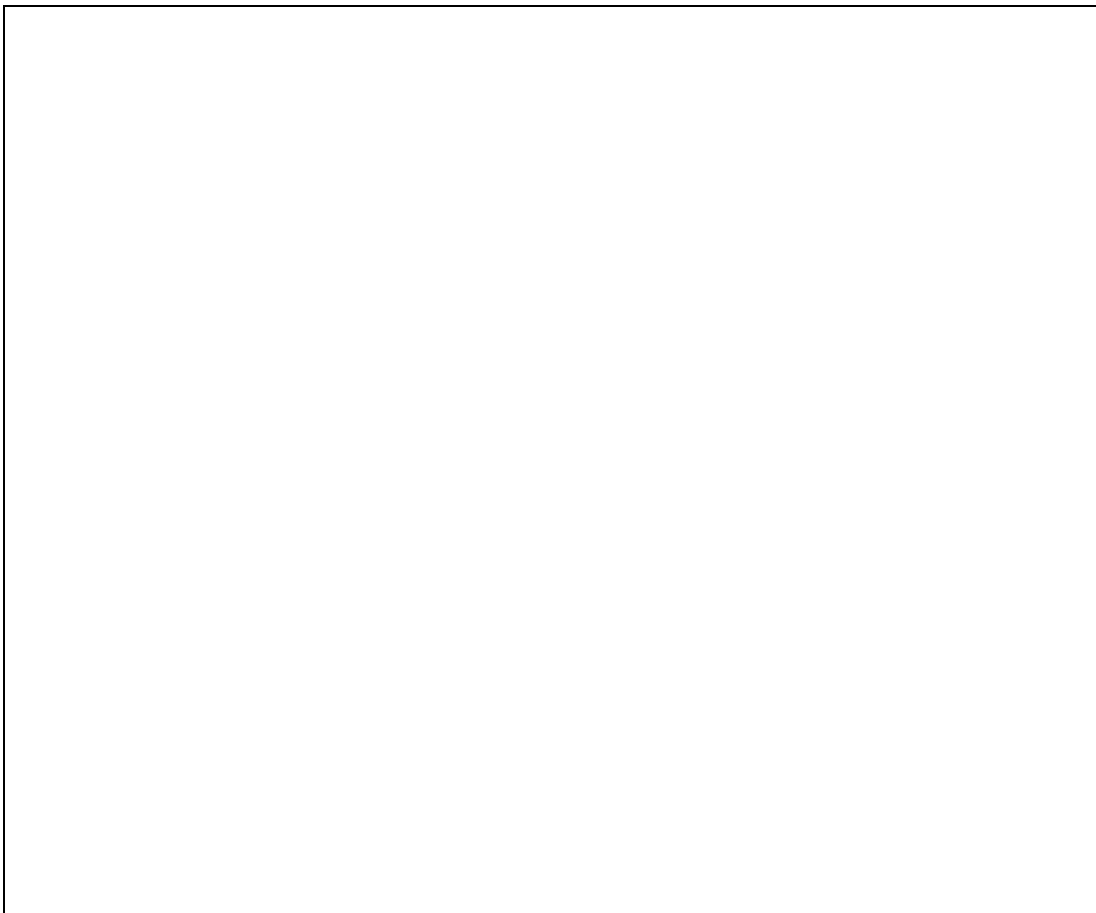
Worksheet Completed By \_\_\_\_\_ Date \_\_\_\_\_

Amount of earthen material to be excavated and/or used for fill \_\_\_\_\_ cubic yards.

## SITE DIAGRAM

Scale 1 inch = \_\_\_\_\_ feet

Please indicate north by completing the arrow.



### EROSION CONTROL PLAN LEGEND

- PROPERTY LINE
- EXISTING DRAINAGE
- TD TEMPORARY DIVERSION
- FINISHED DRAINAGE
- - - LIMITS OF GRADING
- ■ ■ SILT FENCE
- ● ● STRAW BALES
- ☒ GRAVEL
- ① VEGETATION SPECIFICATION
- ☼ TREE PRESERVATION
- ⊞ STOCKPILED SOIL

# EROSION CONTROL PLAN CHECKLIST

**Check the box if completed (leave empty if not applicable).  
All items checked must be included on the site diagram.**

## Site Characteristics

- North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways.
- Location of existing drainageways, streams, rivers, lakes, wetlands or wells.
- Location of storm sewer inlets.
- Location of existing and proposed buildings and paved areas.
- The disturbed area on the lot.
- Approximate gradient and direction of slopes before grading operations.
- Approximate gradient and direction of slopes after grading operations.
- Overland runoff (sheet flow) coming onto the site from adjacent areas.

## Erosion Control Practices

- Location of temporary soil storage piles.  
Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any downslope road or drainageway.
- Location of access drive(s) (driveways, turnarounds, approaches, etc.)
- Location of sediment controls (filter fabric fence, straw bale fence or 10-foot wide vegetative strip) that will prevent eroded soil from leaving the site.
- Location of sediment barriers around on-site storm sewer inlets.
- Location of diversions.  
Note: Although not specifically required by code, it is recommended that concentrated flow (drainageways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.
- Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).  
Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.
- Location of practices that will control erosion on areas of concentrated runoff flow.  
Note: Unstabilized drainageways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow).
- Location of other planned practices not already noted.

**Check the box if completed (leave empty if not applicable).  
All items checked must be included on the site diagram.**



## Management Strategies

- Temporary stabilization of disturbed areas.  
Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1 and September 15), or by other cover, such as tarping or mulching.
- Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment).
  - Indicate re-vegetation method: (Circle one of the following) Seed Sod  
Other \_\_\_\_\_
  - Expected date of permanent re-vegetation: \_\_\_\_\_
  - Re-vegetation responsibility of: (Circle one of the following)  
Builder Owner/Buyer
  - Is temporary seeding or mulching planned if site is not seeded by  
Sept. 15 or sodded by Nov. 15? (Circle one of the following) Yes No
- Use of downspout and/or sump pump outlet extensions.  
Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.
- Trapping sediment during de-watering operations.  
Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.
- Proper disposal of building material waste so that pollutants and debris are not carried off-site by wind or water.
- Maintenance of erosion control practices.
  - Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height of the barrier.
  - Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months).
  - All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday.
  - All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday.
  - Access drives will be maintained throughout construction.
  - All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

**Aitkin County Environmental Services  
Planning and Zoning**

209 Second Street NW  
Room 100  
Aitkin, MN 56431  
Phone: 218-927-7342  
Fax: 218-927-4372



**AUTHORIZED AGENT FORM**

I hereby authorize \_\_\_\_\_ to act as my authorized agent for all public hearing applications and purchase land use permits on property located at:

E911 Address of Property \_\_\_\_\_

Section # \_\_\_\_\_ Township # \_\_\_\_\_ Range # \_\_\_\_\_

Parcel Number(s) \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Phone Number

\_\_\_\_\_  
Authorized Agent Phone Number

\_\_\_\_\_  
Authorized Agent's Mailing Address

\_\_\_\_\_  
Authorized Agent's Email Address