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## City of Ottertail Land Use Application & Review Process

This is a Land Use Permit only. State Code has not been adopted by the City, but still applies to individuals and contractors. It is the responsibility of the builder and/or Licensed Contractor to follow and obey all state codes and are, therefore, responsible for having inspections done. Sewer inspections are required for any building or addition w/bedrooms. All sewer inspections are done by Otter Tail County.

No disturbing of land, rushes, weeds can occur below the high-water line without permission from the Minnesota Department. of Natural Resources Area Hydrologist, at 218-739-7576 Ext. # 232.

### **APPLICATION:**

- A. Applicant shall complete: Land Use Application, checklist, impervious surface calculation and submit to the City.
- B. Application shall be accompanied by a site plan drawing that is complete with the following minimum information (as close to scale as possible):
  - Size of parcel
  - Location on the parcel of all existing structures, their square footage and distance from all property lines, setbacks (including road, bluff, and shoreline) and each other
  - Location on the parcel of all proposed structures and their square footage, distance from all property lines, setbacks (including road, bluff, and shoreline) and each other
  - Location on the parcel of existing and proposed sewage treatment systems and wells and their distance from property lines, structures and each other
  - Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks
- C. By signing the application, the applicant and/or landowner is agreeing to allow City staff the right to conduct a site visit on the property to ensure the proposal meets the requirements of the Ordinance. Additional site visits by the Administrator will result in additional fees.

### **REVIEW:**

- A. City staff shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Staff will indicate on the application the date that the application is complete. The applicant will be notified where additional information is needed.
- B. The Staff shall, based on submittals, compute the Land Use Permit Fee. This fee shall be paid by the applicant at the time the permit is issued and picked up at City Hall.
- C. An on-site review will be conducted by City staff prior to issuance of any permit

**ACTION:**

In order to obtain a Land Use Permit, the following must happen:

- A. City staff must review and approve the application.
- B. City staff must verify all current billings and ensure that the applicant is current on all payments.
- C. City staff must ensure that the permit fee has been collected.
- D. City staff must ensure that the proposed improvements meet the requirements of the Ordinance.

**PLEASE NOTE:** Per statute, the City has 60 days in which to review and make a decision on land use applications. However, the City strives to process all applications as soon as they are received, usually within 5-business days. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. Close coordination with the City Staff during the project design phase and submittals that are complete and accurate will help applicants avoid delays. **No construction can begin until the permit is complete and approved.**

**LAND USE CHECKLIST**

- \_\_\_\_\_ Completed application, including signature of property owner
- \_\_\_\_\_ Fee (checks are to be made out to the City of Ottetail)
- \_\_\_\_\_ All current City charges paid
- \_\_\_\_\_ No outstanding violations
- \_\_\_\_\_ Include County SSTS Compliance Report (new dwelling or addition w/bedroom)
- \_\_\_\_\_ **Site plan as close to scale as possible with the following information, as a minimum (unless waived by Zoning Administrator):**
  - \_\_\_\_\_ Size of parcel and dimensions
  - \_\_\_\_\_ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake ordinary high-water level) and each Other.
  - \_\_\_\_\_ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake ordinary high-water level) and each other
  - \_\_\_\_\_ Location on the parcel of existing and proposed sewage treatment systems (ISTS) and wells and their distance from property lines, structures and each other
  - \_\_\_\_\_ Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks
- \_\_\_\_\_ Yes \_\_\_\_\_ No Are planning to complete work in the Right-of-Way, (obstruction or excavation)? If yes, please complete **Right-of-Way Application**, additional fee may be required)
- \_\_\_\_\_ Yes \_\_\_\_\_ No Are you planning any excavation with your project (grading, bring in fill, vegetation removal)? If yes, please complete the **Land Alteration, Grade and Fill Permit**, additional fee may be required
- \_\_\_\_\_ Yes \_\_\_\_\_ No Are you proposing any signs (new or replacement) with your project? If yes, please complete **Sign Application**, additional fee may be required
- \_\_\_\_\_ Yes \_\_\_\_\_ No Are you planning to use the property for commercial activity? If yes, signatures from the Ottetail City Council may be required
- \_\_\_\_\_ Yes \_\_\_\_\_ No Is the property within the shoreland district (1,000-ft of a lake or 300-ft of a river)? If yes, additional requirements may apply
- \_\_\_\_\_ Yes \_\_\_\_\_ No Are you proposing any landscaping with your project? If yes, please include on site plan drawing

**CITY OF OTTERTAIL LAND USE APPLICATION**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Property Address (E911#) \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Email (optional): \_\_\_\_\_

Applicant is:

Title Holder of Property: *(if not applicant)*

Legal Owner ( )

Contract Buyer ( )

Option Holder ( )

Agent ( )

Other \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Property Parcel ID (Found on Tax Statement) \_\_\_\_\_

If applicable, Contractor Name \_\_\_\_\_ License # \_\_\_\_\_

Estimated Value of Project \_\_\_\_\_

Zoning District \_\_\_\_\_ Lot Area \_\_\_\_\_ sq. ft.

State nature of request in detail: (What are you proposing for the property? If a new structure, indicate the use of the structure, height, total sq. ft, and foundation type.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|  |
|--|
| City Staff Verification<br>Staff: _____<br>Date Received: _____<br>Date Issued: _____<br>(for office use only) |
|--|

|   |
|---|
| APP # _____<br>Date _____<br>Fee _____<br>Check# _____<br>(for office use only) |
|---|

|                                      |
|--------------------------------------|
| Variance Required:    yes    no      |
| Conditional Use:        yes    no    |
| Public Hearing:         yes    no    |
| Date: _____<br>(for office use only) |

**Construction (mark all that apply)**

|                      |                        |                                  |                             |
|----------------------|------------------------|----------------------------------|-----------------------------|
| Proposed Project:    | Proposed Use:          | Residential Use:                 | Non-Residential Use:        |
| ( ) new structure    | ( ) residential        | ( ) 1 family dwelling            | ( ) garage                  |
| ( ) addition         | ( ) non-residential    | <b>(minimum 768 sq. ft x 20)</b> | ( ) utility structure       |
| ( ) slab on grade    | ( ) multiple dwellings | # of units ( )                   | ( ) water-oriented          |
| ( ) moved off/on     | ( ) commercial         | # of bedrooms ( )                | <b>(maximum 260 sq. ft)</b> |
| ( ) driveway/walkway |                        |                                  | ( ) accessory structure     |

|  |                      |                         |               |
|--|----------------------|-------------------------|---------------|
| <b>Characteristics of Proposed construction:</b>   | Type of Frame:       | Sewage Disposal System: | Water Supply: |
| ( ) basement   | ( ) masonry          | ( ) onsite              | ( ) public    |
| ( ) walkout basement   | ( ) wood             | ( ) none                | ( ) onsite    |
| ( ) Shoreland Management Area <b>(within 1,000 ft. of lakeshore and/or 300 ft. of river)</b> | ( ) structural steel |                         | ( ) none      |

**Dimension of structure:**

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Square feet: \_\_\_\_\_

Height: \_\_\_\_\_ (measured from highest ground level to peak)

**Excavation:** (See Land Alteration Permit – additional fee may be required)

**Other: (demolition, etc.)** Description of proposed project:

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Signature of Owner & Date, authorizing application (required): \_\_\_\_\_  
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant & Date (if different than owner): \_\_\_\_\_  
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

**Authorization**

This application has been reviewed and on-site inspection has been completed. I hereby recommend issuance of a permit for the above referenced project.

Zoning Administrator or Maintenance Coordinator Signature & Date: \_\_\_\_\_

**Commercial** (Council signatures maybe required)

Approved by City Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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## Impervious Surface Calculation for Your Lot

ADDRESS \_\_\_\_\_

|    | Structure or Impervious Surface | Dimensions                          | Total sq. ft. |
|----|---------------------------------|-------------------------------------|---------------|
| 1  | Existing or Proposed Dwelling   |                                     |               |
| 2  | Proposed Dwelling Addition      |                                     |               |
| 3  | Existing Accessory Structure    |                                     |               |
| 4  | Existing Accessory Structure    |                                     |               |
| 5  | Proposed Accessory Structure    |                                     |               |
| 6  | Sidewalks                       |                                     |               |
| 7  | Deck with Impervious Below      |                                     |               |
| 8  | Deck with Impervious Below      |                                     |               |
| 9  | Patio(s)                        |                                     |               |
| 10 | Driveways and Parking Areas     |                                     |               |
| 11 |                                 |                                     |               |
| 12 |                                 |                                     |               |
| 13 |                                 |                                     |               |
|    |                                 | Total Impervious Surface <b>(A)</b> |               |

Existing Lot Dimensions:

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft. **(B)**

**Impervious coverage (A divided by B multiplied by 100)**

(A) \_\_\_\_\_ ÷ (B) \_\_\_\_\_ X 100 = \_\_\_\_\_ %

Impervious regulations per City Code:

Shoreland (within 1,000 ft of lakes & 300 ft of rivers)-25%, City of Ottertail-30%, Thumper Pond-40%

# Site Plan

