



LAND USE PERMIT APPLICANT:

This document is intended to aid you in preparing a land use permit application for work you are proposing to do on your property located in Frohn Township, Beltrami County, Minnesota. In order for the Frohn Township Planning Commission staff to provide excellent customer service to you we need your cooperation. In order to process your land use permit application, please complete the following steps:

1. PROVIDE COPIES OF THE FOLLOWING:
 - a. A COPY OF THE DEED OR PURCHASE AGREEMENT. You may purchase a copy of the deed from the Beltrami County Recorder's office located in the Administration Building at 701 Minnesota Avenue NW, Bemidji, MN 56601.
 - b. A RECORDED PLAT AND/OR CERTIFICATE OF SURVEY BY A REGISTERED LAND SURVEYOR.
 - c. TAX PARCEL ID NUMBER. The parcel ID number is on your tax statement.
2. REVIEW OF YOUR ON-SITE SEWER SYSTEM WHICH NEEDS TO BE IN COMPLIANCE WITH THE MINNESOTA POLLUTION CONTROL AGENCY ON-SITE SEWAGE TREATMENT SYSTEMS 7080: The applicant must include a signed Stipulation Agreement Form/Current Compliance Certificate with the Land Use Application. Please contact the Beltrami County Environmental Services Office, Beltrami County Administration Building, 701 Minnesota Avenue NW, Bemidji, MN (218-333-4158) for information pertaining to the compliance of your septic system. We expect that you, a resident of Frohn Township, Beltrami County, MN, has an interest in protecting our precious surface and ground waters for our future generations.
3. COPY OF A SKETCH OF YOUR LOT TO SCALE: The following must be included in your sketch or it will be returned for completion:
 - a. Name, date and legal description including parcel ID number.
 - b. Use the entire sketch sheet for a scale drawing:
 - i. Working scale (example: 1/4"= 10 ft) with scale indicated on sketch.
 - ii. Exception: If the property lines, roads, wells, shoreline or structures are greater than 600 ft from the area under construction, place a directional arrow with the distance in feet stated. The remainder of the sketch must be to scale.
 - c. Show the dimensions and configuration of the affected property.
 - d. Show the location of all existing buildings, wells, septic systems and the proposed project.

- e. Include all setbacks from side yards, rear yard, and front yard lines on new and existing buildings, wells, and septic systems.
 - f. Show the distance from the lake or river and the ordinary high water mark.
 - g. Show the size of the lot, new and existing buildings and the road right-of-way (label the square footage of all).
 - h. Display the method of erosion control during and after excavation and until re-vegetation has occurred.
4. THE BUILDING SITE MUST BE STAKED DISPLAYING ALL LOT CORNERS OF THE PROPERTY AND THE PROPOSED WORK AREA.
5. SUBMIT ALL THE PROPER FORMS:
- a. Forms need to be submitted prior to the monthly Frohn Township Planning Commission meeting which is held on the 2nd Monday of each month, March through November, at the Frohn Town Hall located at 8769 Roosevelt Rd SE, Bemidji, MN.
 - b. When submitting the forms, please include directions to your property site so an on-site inspection can be done prior to the Planning Commission meeting.
 - c. Forms should be submitted to:

Jim Baruth
Frohn Township Land Use Administrator
1757 Cadbury Lane SE
Cass Lake, MN 56633
(218) 335-0172

FROHN TOWNSHIP LAND USE PERMIT CHECKLIST

- Obtain a Land Use Permit from the Land Use Administrator, Jim Baruth (218-335-0172)
- Permit should be filled out completely, including a detailed drawing of all structures (including proposed improvements) value, legal description and purpose. May use an aerial map from the internet or site drawing from architect or homeowner. Must include all structures on the property.
- Open decks do not require a Land Use Permit except on shoreland.
- Septic system permits, new or replacement, must be obtained from Beltrami County. Septic compliance is not required if new system is less than 5 years. Compliance of existing systems is good for 3 years.
- Proof of real estate taxes paid is required.
- Proof of ownership is required (in case of Contract for Deed, notarized letter from seller is required)
- Setback requirements must be met. If unsure of right-of-way, contact Land Use Administrator.
- Fee must accompany application.
- Each building is subject to a separate fee.
- Structure applying for must meet standard building codes.
- Lowest known floor must be 3 feet higher than ordinary highwater mark. Check with SWCD.
- Common Interest Communities – a letter from association approving improvements is required.
- Completed Land Use Permit with the above-required information/documentation should be presented to the Frohn Township Planning and Zoning Commission's month meeting. (Currently meets the second Monday of the month, March through November)
 - Failure to obtain a Land Use Permit prior to commencing process with land use activity, which requires a permit, shall pay triple in the amount of fees.
 - Land Use Permits are valid for one year from the date it was issued.
 - Zoning and Land Use Ordinance is available upon request from the Township Clerk or the Land Use Administrator.
 - A site visit/inspection by the Township Land Use Administrator may be required

The Land Use Administrator must have adequate time to review all applications prior to presenting them to the Planning Commission. All applications must be received at least 10 days prior to the Planning Commission meeting which is held the second Monday of each month. All permits during the months of December, January and February will be reviewed by the Township Board of Supervisors.

The following items must be included to ensure processing of your application:

1. **Complete Land Use Application forms.**
Call the Land Use Administrator, Jim Baruth, with any questions: 218-335-0172.
2. **Proof of Ownership.**
Tax Statement or other documentation. If you are not the owner (Contract for Deed) approval letter from owner is required.
3. **Proof of current real estate taxes paid.**
4. **Detailed drawing of property including proposed improvements.** May use aerial map from internet or site drawing from architect or homeowner. Must include all structures on property.
5. **Septic compliance.**
Not required if new system is less than 5 years old. Compliance of existing systems is good for 3 years.
6. **Common Interest Communities (CICs)** Letter from association approving improvement is required.
7. **Include required fee with all applications.** All applications must be complete, with required documents, or will be returned to the applicant.

The Land Use Administrator must have adequate time to review all applications prior to presenting them to the Planning Commission. All applications must be received at least 10 days prior to the Planning Commission Meeting which is held on the second Monday of each month (excluding December, January and February, wherein all permits will be reviewed by the Township Board of Supervisors).

Frohn Township
PO Box 2055
Bemidji, MN 56619

Office Use:

Permit# _____

Date Issued _____

Application for Land Use Permit

PLEASE PRINT and complete this application carefully and completely according to the instructions. It is the responsibility of the applicant to provide accurate data and all required documentation with this form. Incomplete or inaccurate data and failure to fill in all of the required information may result in a delay or disapproval of your application.

A fee of \$ _____ made payable to **Frohn Township** must accompany this application. This nonrefundable fee does not guarantee approval. There is a penalty if excavation/work is started before approval of this application.

Name of Applicant:	_____					
Mailing Address:	_____					
	City	_____	State	_____	Zip	_____
Phone Number:	Home	_____	Work	_____	Cell	_____
Contractor Name:	_____					
	City	_____	State	_____	Zip	_____
	Address _____					
	Phone _____					

PROPERTY DATA

Site Address:	_____							
Access Road:	_____							
Parcel ID No.:	_____							
Legal Description (from deed, abstract or tax statement):	_____							

Property Dimensions:	Width	_____	ft	Depth	_____	Total area	_____	sq. ft/acres
Is your property within 1000 feet of lake shore or river?	_____ No _____ Yes		Name of lake/river:			_____		
Have there been any variances granted on this property?	_____ Yes _____ No _____ Don't know							
List ALL existing structures and their dimensions (a to-scale diagram is required):	_____							

Total sq. footage of all existing buildings present on this property:	_____							

ENVIRONMENTAL DATA

Does your property contain low areas, wetlands, or areas with standing water for more than 2 weeks between May 1 and September 15? _____ Yes _____ No			
If yes, do you intend to drain, fill or otherwise alter this area for any reason? _____ No _____ Yes (explain): _____			

Well Data:	Depth _____ ft	Depth of casing _____ ft	Size of casing _____ in
Septic Data:	Type _____	Year installed _____	Permit#(if available) _____
NOTE: A certificate of septic compliance MUST accompany this Land Use Permit Application. It may be necessary to upgrade or even replace the entire septic system based on the findings of the septic compliance inspection.			

FROHN TOWNSHIP APPLICATION FOR LAND USE PERMIT (cont'd)

Please answer the following questions:

1. Did you apply and receive a Wetland Permit? _____ Yes _____ No
2. With your construction project are you bringing fill dirt in? _____ Yes _____ No
3. Are you filling any area that has standing water, cattails, or tag alders? _____ Yes _____ No

It is your responsibility to be in full compliance with the Minnesota Conservation Act requirements. With your signature, you are attesting that you are fully informed about this requirement.

Applicant's Signature _____ Date _____

STRUCTURAL/CONSTRUCTION DATA

Proposed structure/use: New single family residence _____ Building alteration/addition _____
Garage _____ Accessory building _____
Home Occupation (explain) _____ Other (explain) _____

Structure Dimensions: Width _____ ft Length _____ ft Height _____ ft (to roof peak) (including eaves)

Structural Setbacks: Road Right-of-way _____ ft Rear yard _____ ft
Side yard near _____ ft Side yard far _____ ft OHWL _____
Distance to other buildings _____

Proposed total new sq. footage: _____ sq. ft

Estimated total cost of new construction: \$ _____

Will there be any commercial use of this property after construction? _____ Yes _____ No

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

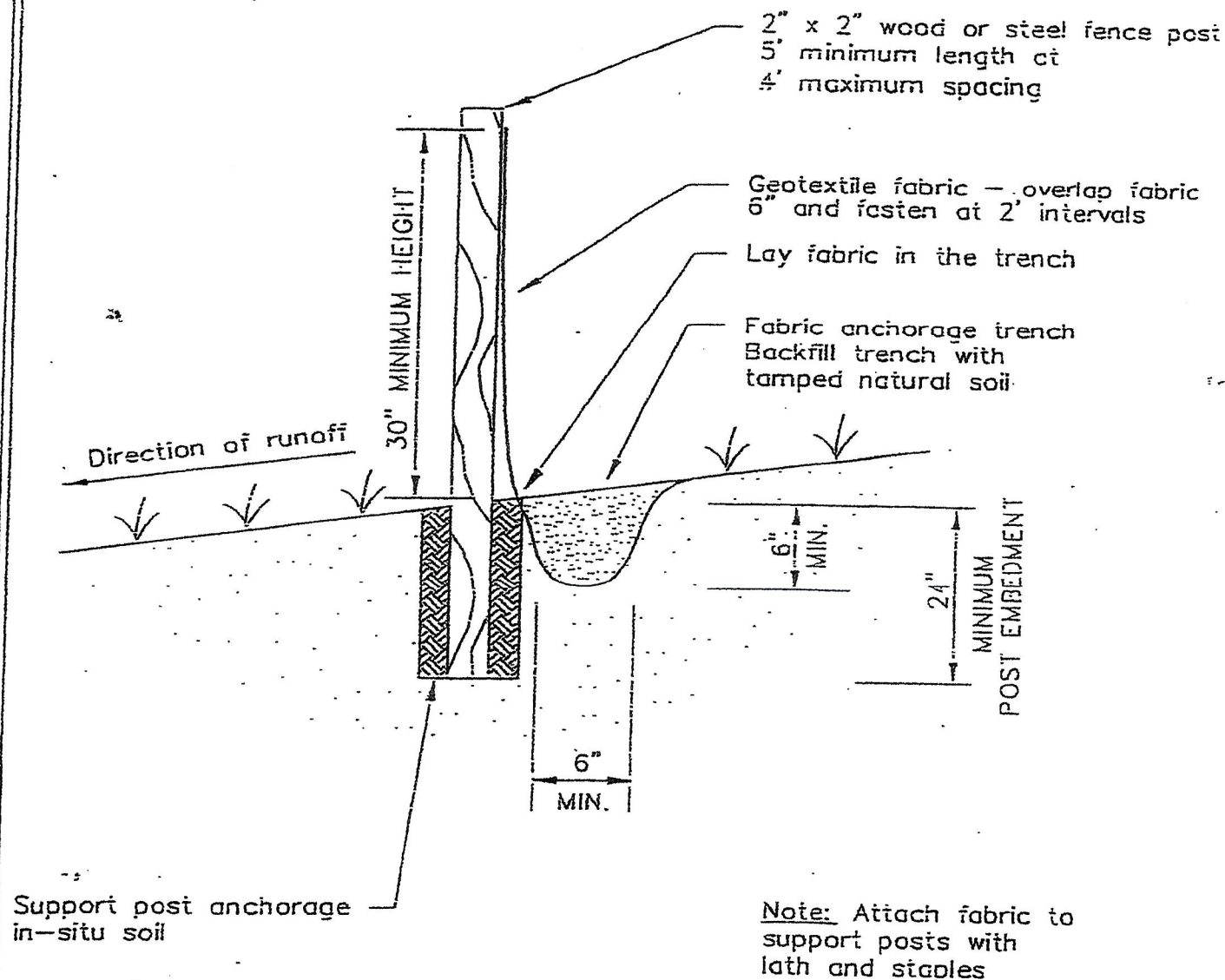
ALL APPLICANTS MUST SIGN BELOW

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 Frohn Township and Beltrami County Ordinances. 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 Frohn Township staff to inspect the property during review of this application and subsequent construction during reasonable times of the day for the purpose of administration and enforcement.

APPLICANT _____ DATE _____

RETURN THIS APPLICATION TO:

Jim Baruth, Frohn Township Land Use Administrator Phone (218) 335-0172
1757 Cadbury Ln SE
Cass Lake, MN 56633



Engineers & Architects
St. Paul, Minnesota

STANDARD DETAILS

SILT FENCE

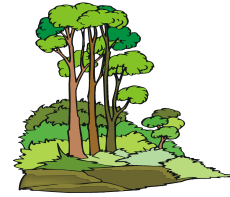
Last Revision:
Mar. 1996

BRA Plate No.
SP89

City Plate No.
ERO-1



FROHN TOWNSHIP
8769 Roosevelt Rd SE
PO Box 2055
Bemidji MN 56619-
2055
(218) 751-5500



FEE SCHEDULE

2024

TYPE OF PERMIT	FEE
Land Use Permit – Non-Shoreland	Residential Structure: \$500 Residential Addition: \$100 Non-Residential Structure: \$100 Non-Residential Addition: \$100 <i>No permit required for a non-residential structure less than 200 ft²</i>
Land Use Permit – Shoreland	Structures 200 ft² or less: \$100 Structures over 200 ft²: \$650
Conditional Use Permit	\$650 plus cost of Land Use Permit if required. More than 2 Lots: \$800 plus \$50 per lot plus cost of Land Use Permit if required.
Interim Use Permit	\$650 plus cost of Land Use Permit if required. More than 2 Lots: \$800 plus \$50 per lot plus cost of Land Use Permit if required.
Variance	\$650 plus cost of Land Use Permit if required. More than 2 Lots: \$800 plus \$50 per lot plus cost of Land Use Permit if required.
Lot Division	Preliminary: \$25 Final: \$25
Plat Pre-Application Concept Meeting	\$250
Plat Review	\$400 plus \$50 per lot \$80 per hour?
Shoreland/Shore Impact Zone Alteration	\$150
Sign Permit	\$50
Special Meeting or Appeal	\$650
Ordinance Amendment Request	\$2,500
Zoning Change Request	\$2,500
Violations/After-the-fact Fee	Triple the permit fee

OTHER FEES

Town Hall Rental (resident)	\$25 (\$200 deposit)
Town Hall Rental (non-resident)	\$50 (\$200 deposit)
Gopher Bounty	\$4/pair of front feet
Copy Fee for Township Document	\$0.25 +time & mileage/per page