

Land Use Permit Application

Bois Forte Leasing Department
www.boisforte.com

Application Process

Complete all required information according to the instructions.

1

Research Requirements Prior to Application

Please print clearly or type.

2

Review and Complete Application

All applications fees payable to the Bois Forte Tribal Government.

3

Sign Application and Attach Fees

To determine land use fee amount consult Leasing manager.

4

Submit Application

Bois Forte Leasing Department

5344 Lakeshore Drive
Nett Lake, MN 55772
Phone: 218 757-3261
Toll Free 800 221-8129
Fax: 218 757-3312

E-mail questions: barb.brodeen@boisforte-nsn.gov

Note

Incomplete Applications will be returned.

Completed applications and sketch drawings, with all setbacks and structure dimensions identified, will speed up the permit review process. Permit applications will not be accepted until all the information and sketch plans are complete.

EXAMPLE

Site Planning Sketch Form

About the Sketch

The sketch is to graphically illustrate your proposed projects. Include all locations and labels of your wells, septic system, septic expansion area, driveway, access roads, wetlands, and areas of vegetation removal and grading. Also, label the locations and sizes of all existing and proposed structures and indicate distances to property lines, shore, road centerline, and others.

Side-yards are the side property lines

Structure Type
(house, garage, deck etc.)

- Side-Yard Near
- Side-Yard Far
- Rear-Yard
- Shoreline Distance
- Road Centerline

Scale:
50
Feet/Per Inch

Proposed Structure #1

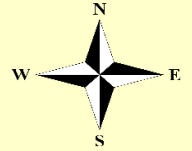
Garage

Proposed Structure #2

Deck

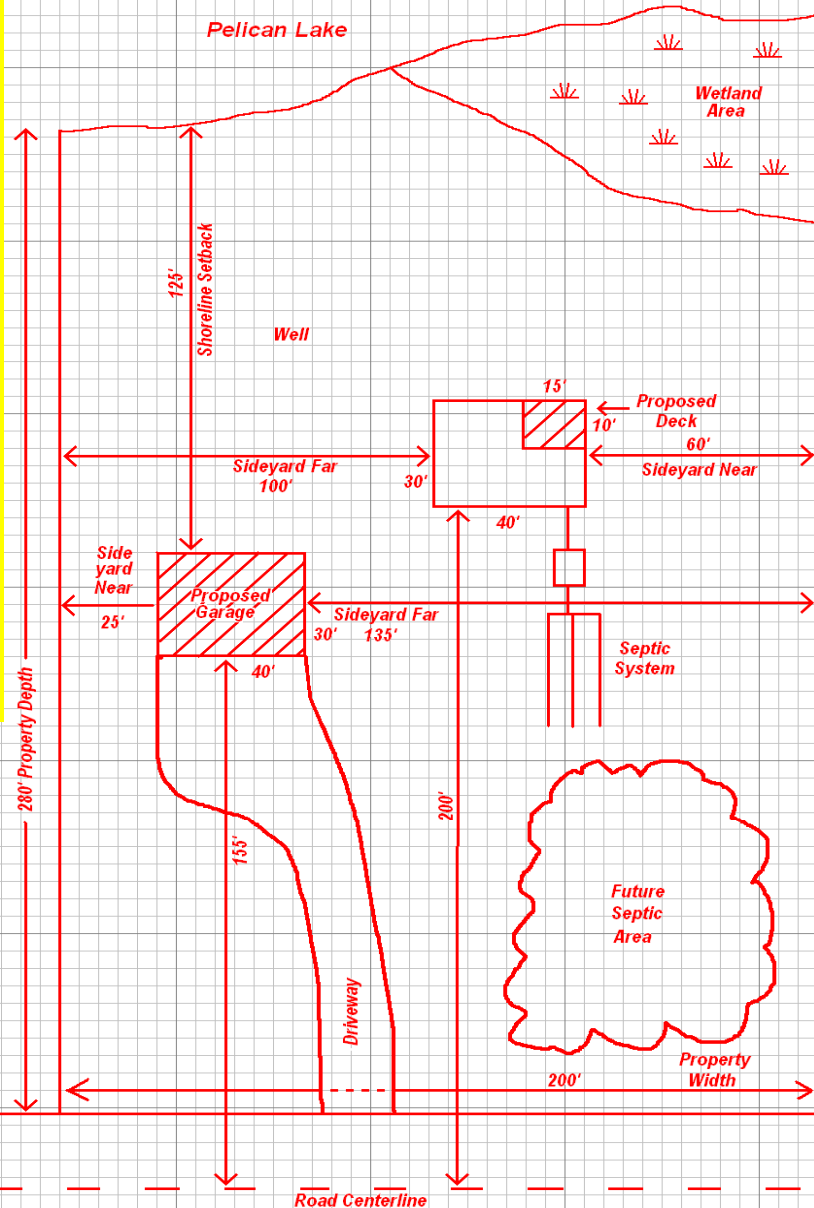
Project (Structural) Setbacks

25 Feet	Make sure all these distances and labels are on the Sketch	60 Feet
135 Feet		100 Feet
- Feet		- Feet
125 Feet		75 Feet
155 Feet		200 Feet



How to Draw a Site Sketch

- Step 1: Draw in roads and name
- Step 2: Draw lot boundaries and lengths
- Step 3: Draw and name wetlands, lakes, streams, and rivers
- Step 4: Draw and identify existing structures (if any).
- Step 5: Draw and identify location of proposed structures.
- Step 6: Draw and identify driveways and/or other property access.
- Step 7: Identify and name distances of existing and proposed structures(s) from shoreline, side-yard far, side-yard near, and road centerline.
- Step 8: Draw and name existing or proposed septic location and future expansion area.
- Step 9: Draw and name well location





Bois Forte Reservation Planning and Zoning Application for Land Use Permit



1

Property Owner and Applicant

Provide name, mailing address, and contact information.

Owner Name	<input style="width: 100%;" type="text"/>			
Owner Address	<input style="width: 100%;" type="text"/>			
City	<input style="width: 30%;" type="text"/>	State	<input style="width: 10%;" type="text"/>	Zip <input style="width: 10%;" type="text"/>
Phone # (Home)	<input style="width: 30%;" type="text"/>	Work	<input style="width: 60%;" type="text"/>	
E-mail	<input style="width: 100%;" type="text"/>			

Agent and/or Contractor

Complete the following if a contractor is involved

Homeowners and/or contractors must provide all information if a contractor is doing any of the structure improvements.

Company Name	<input style="width: 100%;" type="text"/>			
Owner Address	<input style="width: 100%;" type="text"/>			
City	<input style="width: 30%;" type="text"/>	State	<input style="width: 10%;" type="text"/>	Zip <input style="width: 10%;" type="text"/>
Contact Person	<input style="width: 100%;" type="text"/>			
Phone# (Work)	<input style="width: 30%;" type="text"/>	Cell #	<input style="width: 60%;" type="text"/>	
E-mail	<input style="width: 100%;" type="text"/>			
License Number	<input style="width: 100%;" type="text"/>			

2

Property Data

Proper address, type of ownership, and name of nearest public road of the site to be improved.

Address of Site	<input style="width: 100%;" type="text"/>			
City	<input style="width: 30%;" type="text"/>	State	<input style="width: 10%;" type="text"/>	Zip <input style="width: 10%;" type="text"/>
Ownership (Check One <input checked="" type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Leased <input type="checkbox"/> Lessor <input type="checkbox"/>	<input style="width: 100%;" type="text"/>			
Name of Nearest Public Road	<input style="width: 100%;" type="text"/>			

If there is no address, (vacant) land), the Leasing Dept. will determine the address for you.

Property Access (Check One <input checked="" type="checkbox"/>)	<input type="checkbox"/> Frontage: Public Road/Publicly Maintained Road	<input type="checkbox"/> Easement
	<input type="checkbox"/> Frontage: Public Road/Privatey Maintained Road	<input type="checkbox"/> Other

Indicate property access to your site.

Location of Property	Lake Vermilion <input type="checkbox"/>	Indian Point <input type="checkbox"/>	Nett Lake <input type="checkbox"/>	Other <input type="checkbox"/>
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Provide total acres, square feet of parcel, lot width at building sites, and existing/proposed land-use.

Lot Acres	<input style="width: 30%;" type="text"/>	Lot Square Footage (Lot width x depth)	<input style="width: 40%;" type="text"/>
Section	<input style="width: 15%;" type="text"/>	Township	<input style="width: 15%;" type="text"/>
		Range	<input style="width: 15%;" type="text"/>

Legal Description	<input style="width: 100%; height: 50px;" type="text"/>		
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Legal Descriptions, parcel ID, and section/ twp/range can be found on your abstract of title, deed, property tax statement, or lease.

Property Status	Lake Frontage <input style="width: 15%;" type="text"/>	Acres <input style="width: 15%;" type="text"/>	Property Depth <input style="width: 15%;" type="text"/>	Width <input style="width: 15%;" type="text"/>
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Incomplete Applications will be Returned



Structure Data



Identify general project description, proposed structure, type of structure, and use of structure

General Project Description

(e.g. House, Garage, Addition, Deck, etc.)

Proposed Structure (Check One ✓)

- New Structure
- Addition
- Replace existing structure
- Temporary Structure

Land Use (Check all that apply ✓)

Existing

- Agriculture
- Commercial
- Industrial
- Public
- Residential-Seasonal
- Residential-Permanent
- Undeveloped
- Forest Management

Proposed

- Agriculture
- Commercial
- Industrial
- Public
- Residential-Seasonal
- Residential-Permanent
- Undeveloped
- Forest Management

Type of Proposed or Existing Structure (Check One ✓)

- Single Family Dwelling, 0-600 sqft
- Single Family Dwelling, >600 sqft
- Mobile Home
- Dwelling Addition < 150 sqft
- Dwelling Addition > 150 sqft
- Accessory Building 100-800 sqft
- Accessory Building > 800 sqft
- Accessory Building Addition
- Sauna
- Deck - Residential
- Screened Porch
- Foundation (including slab)
- Other (description box)

Use of Structure (Check all that apply ✓)

- Sleeping Quarters
- Living Quarters
- General Storage
- Outdoor Recreation
- Watercraft
- Outdoor Recreation
- Other

Property width at building site is the distance from one side of your property line to the other based upon proposed building location.

Structure Specifications (Exterior Footprint Only)

Maximum Length feet sq. feet

Maximum Width feet feet

Property (Lot) width at Proposed Building Site feet

A loft is generally an area under the roof, but over the main floors such as an attic or space that can be used for storage, sleeping and/or living quarters.

Number of Stories (Above Grade)

- 1
 - 1.5
 - 2
 - 2.5
 - 3
 - 3.5
 - NA
 - Other
- Will there be a loft in the proposed structure? Yes No

Foundation Type

- Basement
- Walkout Basement
- Crawl Space
- Pier
- Slab
- Other

Number of Bedrooms

- Existing bedrooms or Bedrooms prior to construction
- 0
 - 1
 - 2
 - 3
 - 4+
 - NA
- Bedrooms after construction
- 0
 - 1
 - 2
 - 3
 - 4+
 - NA

Any Plumbing in Structure?

- Wastewater Plumbing? Yes No
 - Water Supply (Pressurized tanks, etc.) Yes No
- If yes, what is the plumbing for?

Construction Project Type:

- Do it Yourself
- Contractor
- Combination

Estimated Construction Costs

 \$

Comments on Proposed Structure

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Site Planning Sketch Form

About the Sketch

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Structure Type
(house, garage, deck etc.)

Side-Yard Near

Side-Yard Far

Rear-Yard

Shoreline Distance

Road Centerline

Proposed Structure #1

Proposed Structure #2

Project (Structural) Setbacks

Feet

Feet

Feet

Feet

Feet

Make sure all these distances and labels are on the **Sketch**

Feet

Feet

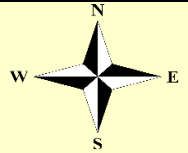
Feet

Feet

Feet

Scale:

Feet/Per Inch



Structure Data: Proposed Structure # 2 (if any)

Identify general project description, proposed structure, type of Structure, and use of structure

General Project Description

(e.g. House, Garage, Addition, Deck, etc.)

Proposed Structure (Check One ✓)

- New Structure
- Addition
- Replace existing structure
- Temporary Structure

Land Use (Check all that apply ✓)

Existing

- Agriculture
- Commercial
- Industrial
- Public
- Residential-Seasonal
- Residential-Permanent
- Undeveloped
- Forest Management

Proposed

- Agriculture
- Commercial
- Industrial
- Public
- Residential-Seasonal
- Residential-Permanent
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- Forest Management

Type of Proposed Structure (Check One ✓)

- Single Family Dwelling, 0-600 sqft
- Single Family Dwelling, >600 sqft
- Mobile Home
- Dwelling Addition < 150 sqft
- Dwelling Addition > 150 sqft
- Accessory Building 100-800 sqft
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Maximum Width feet feet

Property (Lot) width at Proposed Building Site feet

A loft is generally an area under the roof, but over the main floors such as an attic or space that can be used for storage, sleeping and/or living quarters.

Number of Stories (Above Grade)

- 1
 - 1.5
 - 2
 - 2.5
 - 3
 - 3.5
 - NA
 - Other
- Will there be a loft in the proposed structure? Yes No

Foundation Type

- Basement
- Walkout Basement
- Crawl Space
- Pier
- Slab
- Other

Number of Bedrooms

Existing bedrooms or Bedrooms prior to construction

0 1 2 3 4+ NA

Bedrooms after construction

0 1 2 3 4+ NA

Any Plumbing in Structure?

- Yes
- No

Wastewater Plumbing? Yes No

Water Supply (Pressurized tanks, etc.) Yes No

If yes, what is the plumbing for?

Please provide estimated construction costs.

Construction Project Type: Do it Yourself Contractor Combination

Estimated Construction Costs

\$

Comments on Proposed Structure

Incomplete Applications will be Returned

Additional Structure Details

Is there or will there be any business use of this property? Yes No

If yes, please explain

List all existing structures and their dimensions

4

Shoreland: Lakes, Rivers & Streams

(Complete only if you have shoreland property)

Type of Shoreland (Check all that apply ✓)

Lake

River

Stream

Lake/River/Stream Name

Lot Width at Shoreline

 feet

Slope of Property

 %

Slope of Property - The slope of your property is determined by taking the vertical distance in elevation (feet) from the ordinary high water level to the highest point of your property. Slope is calculated by dividing the vertical distance by the horizontal distance times 100. Review the Application Guide for further details and graphic illustrations.

Does the property have any low areas or areas with standing water (for more than one week between May 1 and September 15)? Yes No

If yes, do you intend to drain, fill or otherwise alter this area for any reason

Yes

No

If yes, please explain

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Building Setbacks and Requirements

PRINCIPAL STRUCTURE

Lakeshore	75 feet
Side	15 feet
Rear	40 feet
Front	40 feet

ACCESSORY STRUCTURE

Lakeshore	See Below
Side	10 feet
Rear	10 feet
Front	40 feet

	Shoreline Setback	Max Size (Sqft)	Max Height
Boathouses	10'	400	14'
Fish Cleaning & Storage	30'	100	12'
Saunas	50'	200	12'
Decks	40'	NA	NA
Detached Garages	75'	NA	NA
Guest Houses	75'	NA	NA
Gazebos & Screenhouses	30'	200	12'
Graves	50'		

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5

Contacts

Before creating any soil disturbance you must call the THPO Office at 218 753-6017.

Other N	Gopher State One Call:	800 252-1166	
	Forestry:	218 757-3177	
	Public Works:	218 757-0193	
	Environmental Services:	218 757-3536	
		877 659-7423	
	Water Quality:	218 757-3261	
	Leasing Dept.:	218 753-4542	
		800 221-8129	
	Greenwood Township	218-753-2231	Vermilion Fire No.
	Lake Country Power:	218 741-8137	

6

Water and Sanitation

Type of Water Supply

Well Lake Municipal System Other

Type of Waste Water Treatment System

Municipal Sewer System

Private System

Type: Septic System Holding Tank Only Privy Other
(e.g. mound, trench, seepage bed, grey water, dry wells, sand filter, peat filter, constructed wetland)

Do you have a Permit to Construct? Yes No *If Applicable, Attach a copy of your Septic Permit. See Instructions below*
Do you have a Certificate of Compliance Yes No
Do you have a Certificate of Exemption? Yes No

You must attach a COPY of your septic permit

Note: Attach a copy of your septic permit (Permit to Construct, or Certificate of Compliance), if you are processing the following projects:

GENERAL

- A) constructing a new dwelling or replacing an existing dwelling.
- B) adding a bedroom.

SHORELAND

- C) any new shoreland accessory structures.
- D) any shoreland additions to principal structures and accessory structures.

LOTS LESS THAN 2.5 ACRES

- E) any principal structures addition on lots less than 2.5 acres
- F) any addition to or new accessory structure on lots less than 2.5 acres.

Copies of septic permits can be obtained by calling:
Bois Forte Water and Sanitation
218 757-0193

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Sign & Date

I hereby certify that I am the owner, lessor or authorized agent or owner, of the above property and that uses will conform to the provisions of the Bois Forte Reservation Tribal Government. 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 authorize the Bois Forte Reservation Tribal Government staff to inspect the property to review the application and for compliance inspections.

APPLICANT SIGNATURE

DATE

Incomplete Applications will be Returned

OFFICE USE ONLY

Applicant _____

Land Use District _____

Lake # _____

Shoreland Classification _____

After the Fact Permit
 Yes No

Does Lot Meet Dimensional Standards
 Yes No

Floodplain
 Floodplain Present Yes No
 Structure in Floodplain Yes No

Wetland
 Wetland Present Yes No
 Structure in Wetland Yes No

Bluff Impact Zone (BIZ)
 BIZ Present Yes No
 Structure in BIZ Yes No

Field Check Yes No

Performance Standards Attached
 Yes No

Health Department Authorization Required
 Yes No

Permit to Construct
 Certificate of Compliance
 Record Review

Current Septic Status _____

Proposed Structure # 1

Revenue Code _____

Receipt# _____

Receipt Date _____

Fee Amount Paid \$ _____

Permit# _____

Approved By
 TR _____
 ML _____
 UP _____
 Other _____

TL _____
 MA _____
 MJ _____

Title:
 Planner I
 Planner II
 Planning Tech
 Other _____

Issuance Date _____

Comments:

Proposed Structure #2

Revenue Code _____

Receipt# _____

Receipt Date _____

Fee Amount Paid \$ _____

Permit# _____

Approved By
 TR _____
 ML _____
 UP _____
 Other _____

TL _____
 MA _____
 MJ _____

Title:
 Planner I
 Planner II
 Planning Tech
 Other _____

Issuance Date _____

Comments:

BOIS FORTE RESERVATION

Environmental Assessment Worksheet Signatory Sheet

Land Use: _____ **Date:** _____

Name and Title

Comments/Recommendations

Cultural: _____ **Date:** _____

Name and Title

Comments/Recommendations

Environmental: _____ **Date:** _____

Name and Title

Comments/Recommendations

Forestry: _____ **Date:** _____

Name and Title

Comments/Recommendations

BOIS FORTE RESERVATION Environmental Assessment Worksheet Signatory Sheet II

Public Works: _____ **Date:** _____
Name and Title

Comments/Recommendations

Water Quality: _____ **Date:** _____
Name and Title

Comments/Recommendations

For Office Use Only: Approved: _____ Denied: _____

Basis: _____

X _____ Date
Commissioner of Natural Resources

X _____ Date
Leasing Coordinator

BOIS FORTE RESERVATION Planning & Zoning Field Checklist

Please Complete the first four lines

Site Address:

Name:

Phone Number: (Home)

(Work/Cell)

Begin Construction

End Construction

Site Visits

Date:

Findings:

Initials

Incomplete Applications will be Returned