



ANIMAL WASTE STORAGE FACILITY CONSTRUCTION PERMIT

File #: _____
Office Use Only
Revised May 2016

APPLICANT INFORMATION

Property Owner: _____ Contractor/Agent: _____
Mailing Address: _____ Mailing Address: _____
Daytime Phone: (____) _____ Daytime Phone: (____) _____
Cell: (____) _____ Cell: (____) _____
E-mail: _____ E-mail: _____

SITE INFORMATION

Site Address: _____
Property Location: _____ 1/4, _____ 1/4, Sec. _____, T. _____ N., R. _____ W., Town of _____
Computer #: _____ - _____ - _____ - _____ Parcel #: _____ . _____ . _____ . _____

LAND USE INFORMATION

Zoning District (Check one): AG. AG. II RURAL RES. RESIDENTIAL COMMERCIAL INDUSTRIAL
Overlay District (Check all that apply): SHORELAND RIVERWAY FLOODPLAIN ADULT ENTERTAINMENT

Type of Land Use Permit Request (Check one):
 Animal Waste Storage Facility Construction Permit Please refer to the current fee schedule on our website.
 Permit processed in conjunction with a Land Division, Special Exception or Variance See current fee schedule.

State the nature of your request: _____
_____ Zoning Ordinance Reference _____

SIGNATURE

I attest that the information contained in this application is true and correct to the best of my knowledge.

Property Owner Signature: _____ Date _____

Contractor/Agent Signature: _____ Date _____

OFFICE USE ONLY

Complete Application Accepted: ___/___/___ By: _____
Fee Received: ___/___/___ \$ _____ Receipt #: _____

GENERAL APPLICATION REQUIREMENTS

APPLICATION:

Applications will not be accepted until the applicant has:

- Met with the Zoning Administrator to review the application;
- **Submitted Original plus 2 copies** of the **entire packet** including all supporting information, maps & diagrams;
- Resolved any land use violations and paid any outstanding fees owed to the Community Development Department;
- Signed the application form (*the signatures of the property owners and agents acting on their behalf are required*); and
- Submitted the appropriate application fee (*nonrefundable*) payable to **St. Croix County**.

REVIEW:

The Zoning Administrator will review the application for completeness and assign a file number to the application. The Zoning Administrator may require additional information and will notify the applicant of this within 10 days. Upon receiving a complete application and supporting documents, the Zoning Administrator will:

- send copies of the applications to the appropriate reviewing agencies for comment. **Applicants are encouraged to contact their town to discuss their application and inquire about necessary building permits and approvals at the town level;**
- schedule a site visit to the applicant's property, at which time the applicant shall flag all applicable property/project corners and label the flags accordingly; and
- review the file and prepare findings for approval or denial of the permit within 60 days. Upon approval, the permit will be mailed to the applicant or to the applicant's agent.

If approved, the land use permit will be valid for one year from the date of the permit issuance. The applicant may also be required to apply through the Town for a local building permit. All site plans, pictures, and other materials submitted with the application become the property of the Community Development Department and will remain in the file.

CHECKLIST FOR COMPLETE APPLICATION

- Completed and signed application form with fee.
- Original plus 2 copies** needed of the **entire** packet including **ALL** supporting information, maps & diagrams.
- A general written statement that specifically explains the request.
- Recorded Warranty Deed (*may be obtained at the Register of Deed's office*).
- A complete site plan drawn at a scale of not less than 1 inch = 300 feet to include:
 - Dimensions and area of the lot or parcel
 - Location of existing and proposed animal waste storage facilities, structures, property lines, roads and right of ways, wells drainage ditches, floodplains, lakes, rivers, creeks, wetlands, karst features (sinkholes) within 1000 feet of the proposed or existing facility.
 - All applicable setbacks including those from property lines, wells, navigable waters, wetlands and roads.
 - In the lower St. Croix River way, Shoreland and Floodplain Overlay Districts, location of the bluffline, and the ordinary high water mark.
 - Location of existing or future access driveways, roads and highways.
- Project information with a narrative description of the waste storage facility and the number and types of animal units.
- Concept plan drawings of the proposed facility.
- Plan view drawings on paper that a minimum size of 11x17 inches.
- All related permits or permit applications.
- Two copies of the site plan and documentation.
- All required fees.
- Additional information deemed necessary by the Community Development Department. The application will not be considered complete until the additional information is received.

NOTE: All maps, plans, and engineering data shall be no larger than 11x17. No covers, binders, or envelopes. Staple or paperclip your application in the upper left-hand corner.