

**CARLTON COUNTY**  
**ZONING AND ENVIRONMENTAL SERVICES**  
301 Walnut Avenue, Room 103  
P.O. Box 220  
Carlton, MN 55718-0220  
218-384-9176  
[www.carltoncountymn.gov](http://www.carltoncountymn.gov)

\_\_\_\_\_  
Permit number

\_\_\_\_\_  
Township

**SHORELAND ALTERATIONS**  
**ZONING PERMIT APPLICATION**

Please complete each entry and check off each item. An incomplete application will be returned.

YES NO

**Have you attached payment (see attached fee schedule)?** Make check payable to  
*Carlton County Treasurer.*

YES NO

**Have you completed the attached application with original signatures?** Application must have  
original signatures. Copies will not be accepted. Please complete in pen.

**APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
**DAYTIME PHONE NUMBER**

\_\_\_\_\_  
**OTHER PHONE NUMBER**

**EMAIL (optional):** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE PHONE NUMBER:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE ADDRESS:** \_\_\_\_\_

**911 ADDRESS OF PROPERTY AND ACCESS ROAD:** \_\_\_\_\_

(If you do not have a 911 address, please complete an "E-911 New Property Address Assignment Application")

**PROPERTY DESCRIPTION:** \_\_\_\_\_

**SECTION:** \_\_\_\_\_ **TOWNSHIP:** \_\_\_\_\_ **RANGE:** \_\_\_\_\_

**LAKE, RIVER OR STREAM NAME:** \_\_\_\_\_

YES NO

**Do you have a current Certificate of Compliance for your septic system?** The Zoning and  
Environmental Services Office can complete compliance inspections on systems where adequate  
information was included on the original permit. If it was not included, a licensed private inspector must  
be contracted to complete the inspection.

**SEWAGE DISPOSAL:**  Proposed  Existing  Not applicable, please explain: \_\_\_\_\_

**Type:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

PERMIT NUMBER \_\_\_\_\_ FEE \_\_\_\_\_ RECEIPT NUMBER \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_ SHORELAND CLASS \_\_\_\_\_ SHORELAND ID NUMBER \_\_\_\_\_

VARIANCE \_\_\_\_\_ CONDITIONAL USE \_\_\_\_\_

DATE \_\_\_\_\_  APPROVED  DENIED BY \_\_\_\_\_

REMARKS \_\_\_\_\_

C/T \_\_\_\_\_

PLAT \_\_\_\_\_

PARCEL \_\_\_\_\_

**SHORELAND ALTERATIONS  
ZONING PERMIT APPLICATION**

**GRADING CONTRACTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FILL CONTRACTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PROJECT INFORMATION**

**Project Type:**

- Vegetation alteration
- Fill only
- Excavation only
- Excavation and fill
- Rip rap (permit may be required by the Department of Natural Resources)
- Other \_\_\_\_\_

**Project Purpose:**

- Clear land
- Lake access
- Improve lawn
- Control erosion
- Other \_\_\_\_\_

**Project Scope:**

Area of disturbed ground \_\_\_\_\_ length \_\_\_\_\_ width \_\_\_\_\_ square feet

Volume of fill and/or excavation \_\_\_\_\_ cubic yards

Closest distance to ordinary high water level \_\_\_\_\_ feet

Project start date \_\_\_\_\_

**Site Characteristics:**

Existing Soil Type:  Sand  Gravel  Loam  Clay

Fill Type:  Sand  Gravel  Loam  Clay  Topsoil

**Average Slope of Work Site:**

\_\_\_\_\_ feet of rise over \_\_\_\_\_ feet of horizontal distance

Proposed Erosion Control:  Seed  Mulch  Erosion control blanket  Silt fence

Other: \_\_\_\_\_

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

**SHORELAND ALTERATIONS  
ZONING PERMIT APPLICATION**

**YES    NO**

       **Have you checked with the Zoning and Environmental Services Office about any possible wetlands located on the property or potential wetland impacts?** There are several types of wetlands including shrub and wooded wetlands. Check with the Zoning and Environmental Services Office for information and maps.

**YES    NO**

       **Have you completed and attached a drawing of your proposal?**  
**Include the following on the attached drawing or on a separate sheet:**

- Dimensions of lot
- North directional arrow
- Location of all existing structures and label → ex = existing (i.e.: ex house)
- Proposed revegetation plan
- Proposed erosion control plan
- Label roads abutting your property
- Wetland boundaries and type, if applicable (work in wetlands may require additional permitting)
- Existing and proposed contours
- Location of fill and excavated material, include dimensions

**Location of proposed project from (measured in feet):**

- Center of road and/or right-of-way (including all easements, cartways and private drives)
- Side property lines     Rear property lines     Other existing structures
- Existing and proposed wells
- Existing and proposed septic system, including drainfield and septic tank
- Ordinary high water level (work below the ordinary high water level may require additional permitting)
- Top of bluff

**YES    NO**

       **Is your proposed project staked?** The applicant is responsible for disclosing where the property lines are located. If your project is not staked, your application is not complete and will be returned or denied.

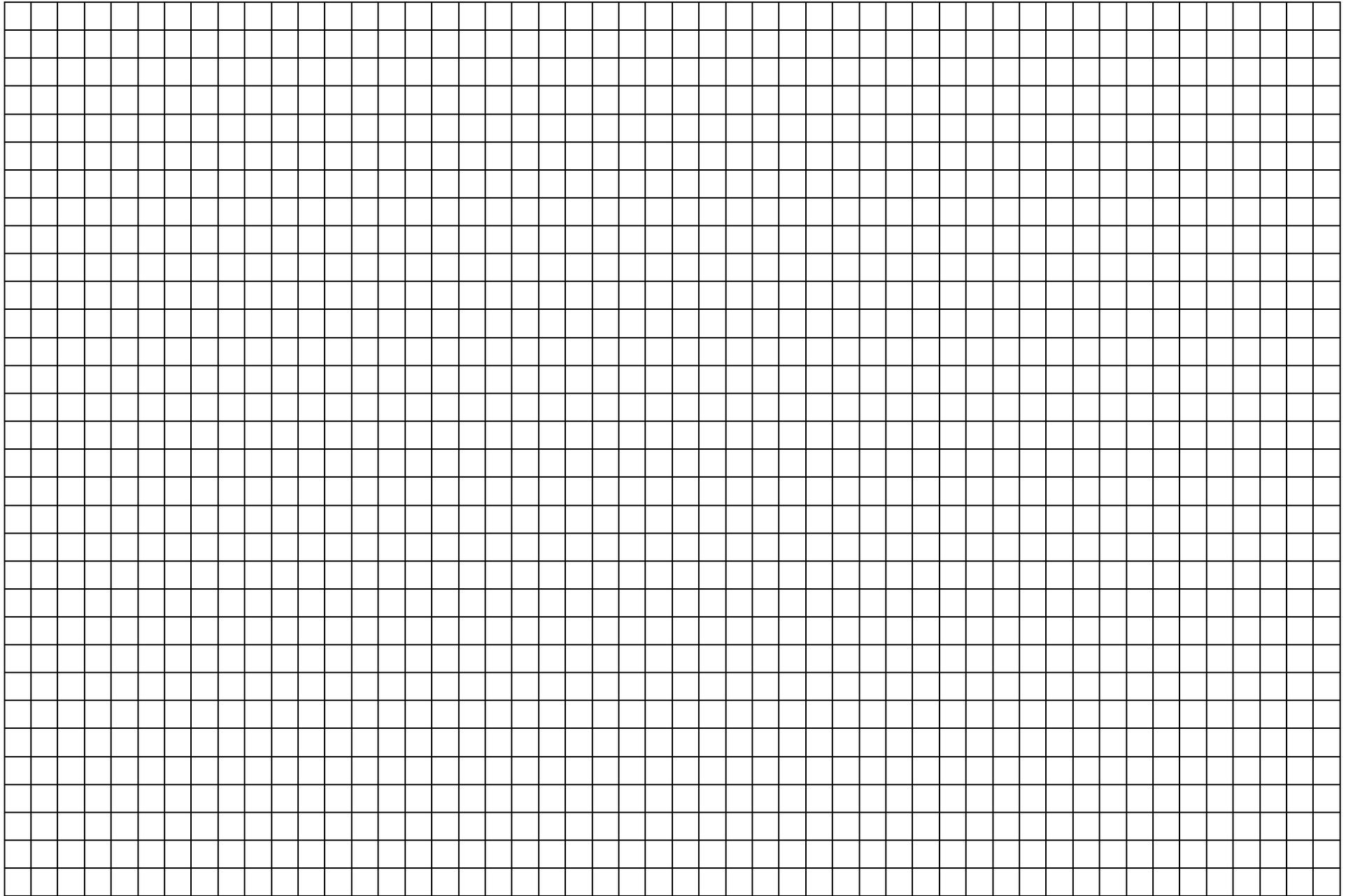
**The work detailed on the permit must be completed within one year of issuance or the permit shall be automatically deemed null and void. The Zoning Administrator is authorized to extend that period of time for good cause shown. Data furnished on this application form is public information.**

I hereby certify that I am the owner or authorized agent of the owner of the above property and that all uses will conform to existing state laws and local 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 attachment thereto will serve to make this application and any resultant permit invalid.

\_\_\_\_\_  
Please print **NAME OF PERSON** responsible for completion of this application

\_\_\_\_\_  
**APPLICATION DATE**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT OR REPRESENTATIVE**



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**FEE SCHEDULE – Effective March 1, 2024**

**ZONING PERMIT/LAND USE PERMIT**

Accessory Structure or Accessory Structure Addition	\$75.00
Dwelling	\$200.00
Dwelling Addition	\$100.00
Dwelling Deck	\$75.00
Commercial/Industrial Building (primary)	\$300.00
Commercial/Industrial Addition (primary)	\$200.00
Commercial/Industrial Accessory Structure (or addition)	\$200.00
Signs: On Site	\$50.00
Signs: Off Site	\$150.00
Handicap Ramp	No fee
Shoreland Alterations – Zoning Permit	\$150.00
Tower (Communications)	\$150.00
Tower Antennas/Antenna Replacement	\$100.00
Borrow Pit	\$100.00
Vacation Rental	\$150.00
Conditional or Interim Use	(Includes Recording Fee) \$650.00
Variance	(Includes Recording Fee) \$650.00
Variance from Ordinary High Water Level Setback	(Includes Recording Fee) \$1000.00
Appeal of Administrative Decision	(Includes Recording Fee) \$650.00
Rezoning/Zoning Amendment–Residential/Agriculture	(Includes Recording Fee) \$500.00
Rezoning/Zoning Amendment–Commercial/Industrial	(Includes Recording Fee) \$600.00
New or Replacement E-911 Address Fee	\$100.00
After-the-Fact – 1 <sup>st</sup> Notice	2X Permit Fee
After-the-Fact – 2 <sup>nd</sup> Notice	4X Permit Fee
After-the-Fact – 3 <sup>rd</sup> Notice	6X Permit Fee

**SUBDIVISIONS**

Administrative Subdivision – Create up to 4 lots	\$100.00 per lot
Administrative Subdivision – Lot Line Adjustment	\$100.00 per lot
County Surveyor Review Fee – if required	\$75.00+ mileage
Minor Subdivision	\$200.00 + \$100.00 per lot
County Surveyor Review Fee – if required	\$75.00+ mileage
Preliminary Plat	\$500.00
Final Plat – plus per lot fee	\$300.00
Per lot fee	\$50.00

**SEWER PERMIT**

0 - 1,000 GPD – Drainfield/Bed	\$250.00
0 - 1,000 GPD – Mound/At Grade	\$300.00
1,001 - 2,500 GPD – Drainfield/Bed	\$400.00
1,001 - 2,500 GPD – Mound/At Grade	\$500.00
2,501 – 5,000 GPD – Drainfield/Bed	\$600.00
2,501 – 5,000 GPD – Mound/At Grade	\$800.00
5,001 – 10,000 GPD – Drainfield/Bed	\$1,000.00
5,001 – 10,000 GPD – Mound/At Grade	\$1,500.00
Holding Tank	\$150.00
Operating Permit Renewal	\$50.00
Review Revised Design	\$100.00
Re-Inspection	\$100.00
Sewer Compliance only – existing system	\$200.00*

**ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW)**

EAW Staff Fee	\$500.00
Fee does not include expense for a consultant to prepare EAW	

**WETLAND CONSERVATION ACT**

Certificate of Exemption or No Loss	\$100.00
Banking Application	\$500.00
Delineation Review	\$100.00
Replacement Plan <10,000 sq. ft.	\$200.00
Replacement Plan 10,000 sq. ft. – 1 acre	\$300.00
Replacement Plan - over 1 acre	\$500.00 per acre
After-the-Fact	Double

**WATER TESTING**

First Test	\$50.00
Each Additional Test	\$10.00 each
Water Pickup	\$75.00
Water Pickup and Sewer Compliance	\$250.00*
Lead Test	\$50.00

\*Septic tanks must be pumped by a licensed septic maintainer at owner’s expense immediately prior to sewer compliance inspection by County staff. This must be coordinated with this office.

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### FREQUENTLY ASKED QUESTIONS

- **Carlton County Zoning and Environmental Services** is the zoning authority for all areas of Carlton County except the following cities: Barnum, Carlton, Cloquet, Cromwell, Kettle River, Moose Lake, Wrenshall, Wright and one township, Thomson. Carlton County also has zoning authority in **shoreland areas** (property within 1,000 feet of a classified lake or 300 feet of a classified river or stream) in the City of Cromwell, City of Carlton and Thomson Township.
- Check with the Zoning and Environmental Services Office to find the **Zoning District**. The Zoning District will dictate the lot size requirements, setbacks and property use. See Carlton County Zoning Ordinance #27 - Table 1 Dimensional Standards and Table 2 Height, Setback and Lot Coverage Standards.
- **Zoning Permits** are required for building or moving any structure, no matter the size, including dwellings, additions, decks, privacy fences, garages, storage containers, outhouses, signs, recreational vehicles (under some circumstances) and sheds. Zoning Permits are not required for replacing doors, windows, re-siding or re-roofing (shingles).
- The **State Building Code** is not enforced by this office in the rural parts of Carlton County.
- The design, location, construction and abandonment of **wells** are regulated by the Minnesota Department of Health 218-302-6166.
- **Electrical work** is regulated by the Minnesota Department of Labor and Industry 651-284-5026 or 1-800-DIAL-DLI.
- If a **new driveway** is proposed off a township road, you must contact the specific township to obtain a driveway permit. If the driveway is coming off a county road, you must contact the Carlton County Transportation Department for a driveway permit. If the driveway is coming off a state road, you must contact the Minnesota Department of Transportation.
- A **Subsurface Sewage Treatment System Permit** is a separate application obtained from the Zoning and Environmental Services Office by you or a licensed designer. Septic systems are required to be designed by a designer with a current license from the Minnesota Pollution Control Agency.
- If a structure has **pressurized water**, the structure must be connected to a compliant septic system.
- A current **Certificate of Compliance** for a septic system is required when applying for any permit or point of sale for structures located within 1,000 feet of a classified lake or 300 feet of a classified river or stream.
- A current Certificate of Compliance for a septic system is required before issuance of a Zoning Permit for adding bedrooms.
- The Carlton County Zoning and Environmental Services Office regulates activities in wetlands (**swamps and low areas**). There are many types of wetlands including shrub and wooded wetlands. Check with the Zoning and Environmental Services Offices for information, maps and permit requirements.
- The Carlton County Zoning and Environmental Services Office regulates activities in **shoreland areas** including excavating, filling, and vegetation removal. If your proposed project includes excavating, filling, or vegetation removal in a shoreland area, a Shoreland Alterations Zoning Permit or Interim Use Permit may be required.
- An E-911 number/address is required for all primary structures in Carlton County. Please obtain and complete an E-911 **New Property Address Assignment Application** if you currently do not have an E-911 number/address.
- If the proposed use is not listed as a permitted use in Carlton County Zoning Ordinance #27, a **Conditional/Interim Use Permit Application** may be required.
- If the proposed structure or lot does not meet the dimensional requirements or setbacks of the zoning district, a **Variance Application** may be required.