



INFORMATION SHEET ZONING APPLICATION

Please fill out the permit application **completely** and include the proper application fee. A page for drawing of proposed structure is provided. We need to know the distances from sewer, drainfield, well, side lines, etc. Also attached is a schedule of setback location for your information.

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.

A map of the site plan or a scale drawing is required. Property lines must be staked out along with the proposed building/addition staked. An on-site review will be conducted by City staff prior to issuance of any permit. Once the on-site review has been completed and City staff member has placed signature on application, the City Clerk and Zoning Administrator may issue the permit (unless public hearing is required).

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

Have you:

- Completed and signed the application?
- Included the fee with the application? No application will be considered without the fee.
- Included map or scale drawing?
- Staked property lines?
- Staked proposed building/addition site?
- Contacted Gopher One? (1-800-252-1166)
- Included Sewer Inspection Fee if applicable?

APPLICATION FOR ZONING PERMIT

() **3. OTHER (demolition, etc.)**

Description of proposed project:

() **4. ON SITE SEWER:** Installer's Name _____
State License # _____

Impervious regulations per City Code:

Shoreland (within 1000 of lake)-25%, City of Ottertail-30%, Thumper Pond-40%

Lot Area: _____ sq.ft.	Building set back from ordinary high water level _____
Impervious surface: _____ %	Land height above ordinary high water level at building line _____
Water frontage: _____ ft.	

A map of the site plan or a scale drawing is required. Property lines must be staked out along with the proposed building/addition site staked. An on-site review will be conducted by city staff prior to issuance of any permit.

Total Project Cost \$ _____ (estimated)

Signature of owner: _____ Date: _____

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

Maintenance/Zoning Coordinator: _____ Date: _____

City of Ottertail Building, Septic Tank & Well Locations

Lot Type	SET BACK FROM				Set Back For Boat Houses	LOCATION FROM WELL*		LOCATION FROM STRUCTURE		Location From Lot Line	Location From Lake For Septic System
	Village Street	State Highway Right-of-Way	Side Lines	Lake Shore		Drain Field	Septic Tank	Drain Field Dwelling/ Non-Dwelling	Septic Tank		
Over 1000 Ft. From Lake 20,000 Sq. Ft.	20 Ft.	50 Ft.	10 Ft.			100 Ft.	50 Ft.	20/10 Ft.	10 Ft.	10 Ft.	
Pelican Bay 80,000 Sq. Ft. 200 Ft. Wide	20 Ft.	50 Ft.	10 Ft.	200 Ft.	Above High Water Mark	100 Ft.	50 Ft.	20/10 Ft.	10 Ft.	10 Ft.	150 Ft.
Donalds Lake 40,000 Sq. Ft. 150 Ft. Wide	20 Ft.	50 Ft.	10 Ft.	100 Ft.	Above High Water Mark	100 Ft.	50 Ft.	20/10 Ft.	10 Ft.	10 Ft.	75 Ft.
Long Lake 40,000 Sq. Ft. 150 Ft. Wide	20 Ft.	50 Ft.	10 Ft.	100 Ft.	Above High Water Mark	100 Ft.	50 Ft.	20/10 Ft.	10 Ft.	10 Ft.	75 Ft.
Buchanan Lake 20,000 Sq. Ft. 100 Ft. Wide	20 Ft.	50 Ft.	10 Ft.	75 Ft.	Above High Water Mark	100 Ft.	50 Ft.	20/10 Ft.	10 Ft.	10 Ft.	50 Ft.
Otter Tail Lake 20,000 Sq. Ft. 100 Ft. Wide	20 Ft.	50 Ft.	10 Ft.	75 Ft.	Above High Water Mark	100 Ft.	50 Ft.	20/10 Ft.	10 Ft.	10 Ft.	50 Ft.
Portage Lake 20,000 Sq. Ft. 100 Ft. Wide	20 Ft.	50 Ft.	10 Ft.	75 Ft.	Above High Water Mark	100 Ft.	50 Ft.	20/10 Ft.	10 Ft.	10 Ft.	50 Ft.

***Building setback from well - 3' (three feet) § 4725.2185**

*The GRANDFATHER CLAUSE may enter into some building sites plotted before Sept. 13, 1979.
Lot size and set backs could be involved, but would require inspection by the COUNCIL.
Grading of Lots on Lake Shore Locations will require a CONDITIONAL USE PERMIT.*

ZONING PERMIT DRAWING FORM

GRID PLAN DRAWING FORM Scale: Each grid equals _____ feet/inches

Date: _____ 20 _____

Signature

**Drawing of proposed structure, existing structure and/or addition (including measurements and setbacks-right-of-way, lot lines, etc.) and impervious surface calculations where applicable.*

**Septic and drainfield should also be shown (along with placement of possible future second septic system).*

Zoning permit fee:

Up to \$10,000 project - \$30

\$10,001 - \$75,000 project - \$75

\$75,001 - \$200,000 project - \$250

\$200,001 - \$300,000 project - \$275

Over 300,000 - \$1 per \$1,000 or 0.1%