

FORM A

Big Stone County
Environmental Services
20 2nd St. SE
Ortonville MN 56278

**BIG STONE COUNTY
ZONING APPLICATION
SUMMARY FORM**

Application #

Parcel #

Applicant's Name:

Authorized Agent:

Contact Address (Street, City, State, Zip):

911 Address of Property:

Day

Phone:

Night

Phone:

Cell

Phone:

Subdivision Name, Lot(s) and Block # (Ex. Paulsen Shores, Lot 6, Block 2)

Section

Township

Range

Qtr./Qtr.

Gov. Lot

****Note: If the property has a metes & bounds description, attach a copy of the exact legal description

Check Applicable Zoning Districts

- Residential
- Agricultural
- Commercial
- Industrial
- Shoreland - Lake/River Name _____
- Floodplain
- Other _____

Check Applicable Zoning Permits

- Building Permit
- Sewer Permit
- Conditional Use Permit
- Variance Permit
- Land Alteration Permit
- Subdivision
- Zoning District Change
- Ordinance Amendment

I hereby certify that all the data within my application is true and correct to the best of my knowledge:

Title Landowner's Signature

Date

FOR OFFICE USE ONLY

	CUP Notices	Variance Notices	Fees:
Newspaper-Ort. Independent/N.Star Applicant	_____	_____	\$25
Plan. Commission/BOA	_____	_____	\$50
Proximity Owners	_____	_____	\$80
Twp. Officials	_____	_____	\$150
Cty. Engineer	_____	_____	\$200
DNR - Div.of Water/Parks	_____	_____	\$350
Hearing Date	_____	_____	\$500
Application Approved/Denied	_____	_____	\$625
Conditions - Yes/No	_____	_____	
Recorded	_____	_____	
Certificate of Elevation	_____	_____	
Certificate of Occupancy	_____	_____	
File copied and closed	_____	_____	

Application #
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Name of Applicant:	
Contact Person:	Contact Phone #
The above named individual, firm or corporation hereby respectfully submits the following supplemental data in support of the preliminary information provided on the accompanying Application Summary Form (FORM A) for the purpose of securing a variance from existing land use zoning controls.	

PROJECT INFORMATION

Specify what you propose to do:		
Explain why a variance is necessary --what provisions in the ordinance do you wish to vary from?		
Explain the hardship/practical difficulty imposed if strict application of the ordinance is enforced:		
NOTE: Include supporting documents such as sketch plans, topographic maps, a detailed narrative, operation plans, engineering plans, flood plain hydraulic analysis', flood proofing plans and specification or any other data that would support your cause in this application.		
I hereby certify that all the data within my application is true and correct to the best of my knowledge:	_____ Title Landowner's Signature	_____ Date

ORDER GRANTING OR DENYING VARIANCE

In accordance with the findings stated in the Findings of Fact, recorded in the Big Stone County Recorder's Office, the BIG STONE COUNTY BOARD OF ADJUSTMENT hereby **Approves/Denies** the foregoing Application for a Variance. If approved, said approval is subject to any conditions specified in the Decision section of the Findings of Fact.

BY ORDER OF: _____, Environmental Officer for BIG STONE COUNTY, dated _____.

*****SEE FINDINGS OF FACT FOR SPECIAL CONDITIONS*****

FORM H

Application #
Parcel #

SKETCH PLAN

Bird's Eye View of Site & Surrounding Area

Please be as complete as possible. Include all of the items listed below where applicable.

- Scale
- North Arrow
- Lot Dimensions
- Structure Location
- Sidelot Setback
- Road Setback
- Location of all Wells
- Location of Septic System
- Location of All Existing Structures
- Location of Wetland Areas
- Existing Local Drainage
- Location of Ordinary High Water Level (OHWL)
- Setback from OHWL
- Nearest Excavation to OHWL (if walkout basement)
- Filling/Grading Limits
- Vegetation Alteration Limits