

ALEXANDRIA TOWNSHIP

P.O. Box 445
Alexandria, MN 56308
320/759-5300 Fax: 320/763-5320
www.alexandriatownship.org

PROCEDURE FOR OBTAINING SHORELAND ALTERATION PERMITS

PERMITS MUST BE APPLIED FOR IN PERSON BY OWNER OR CONTRACTOR. YOU MUST HAVE PROOF OF OWNERSHIP OR PROOF THAT YOU ARE THE OWNER'S LEGAL REPRESENTATIVE.

1. Prior to the issuance of a shoreland alteration permit, the onsite sewage treatment systems must be verified for compliance with the sanitation code as adopted by reference in the Alexandria Township Zoning Ordinance.
 - A. Certificates of compliance for new construction or replacement system compliance inspections remain valid for five (5) years from the date of issuance unless the township finds evidence of an incumbent threat to public health and safety.
 - B. Certificates of compliance for existing systems remain valid for three (3) years from the date of issuance unless the township finds evidence of an imminent threat to public health and safety.
 - C. Parcel is serviced by the Alexandria Lakes Area Sanitary District (ALASD).
2. Set up an appointment with the Township Zoning Administrator, 320/762-9244, for project discussion or site visit.
3. Submit to the Township a plan showing all existing improvements and the proposed project.

The plan is to be on 11" x 17" size (or smaller) white paper, drawn in dark ink, and must contain the following information as a minimum:

- A. Erosion control plan
 - B. North point
 - C. Dimensions of the property
 - D. Project setback distances from:
 1. All property lines
 2. The center and/or right-of-way of the nearest public road
 3. Lake or stream
 - E. Elevations or contours
 - F. Scale or dimension(s) of work to be completed
 - G. Wall height(s) and length(s)
 - H. Timeline
 - I. Indicate material type (i.e. stone, timber, wood, sod, etc.)
4. Excavator/landscaper that is licensed and bonded with Douglas County.
 5. A Conditional Use Permit, approved by the Township Board of Supervisors, may be required prior to issuance of any Shoreland Alteration Permits.
 6. Pay the application fee* (non-refundable) as follows:

A. Minor landscaping permits	\$ 75.00
B. Standard landscaping permits	\$150.00
C. Major landscaping permits	\$300.00

*Permit fees differ by site and are based on the extent of work, erosion potential, slope and proximity to water.

Permit processing time will take a minimum of five (5) working days. Project work cannot begin before permit is issued. Work started before a permit is issued will incur after-the-fact fines and/or restoration.

Application # _____	Date Application Rec'd ____/____/____	Fee Collected \$ _____
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(for office use only)

**APPLICATION FOR SHORELAND ALTERATION PERMIT
ALEXANDRIA TOWNSHIP, MINNESOTA
ALEXANDRIA, MN 56308 - PHONE: (320) 759-5300**

Date _____ 20____ Parcel No. _____

Legal Description _____

Lake _____ Zoning District _____ Section _____ Township ALEXANDRIA

Owner

Last Name _____ First _____ Initial _____
Address _____ Phone: _____

Excavating/Landscaping Contractor License # _____

Name _____ Telephone _____
Address _____

Project Purpose

- () SAND BEACH
- () PATIO
- () RIP RAP
- () STEPS
- () RETAINING WALLS
- () OTHER (SPECIFY)

PLAN SUBMITTED: _____

CONDITIONAL USE # _____

NOTICE: RETAINING WALLS NOT TO EXCEED 3' WITHOUT CONDITIONAL USE PERMIT. ALL WORK TO BE A MINIMUM OF 1' ABOVE ORDINARY HIGH WATER.

TYPE OF EROSION CONTROL PROPOSED:

- | | | | |
|----------------|-----------------------|----------------|---------------------|
| () SOD | () STRAW BALE CHECKS | () SEED ONLY | () SEED & MULCH |
| () MULCH ONLY | () FIBER BLANKET | () GEOTEXTILE | () OTHER (SPECIFY) |

FEE: (non-refundable) Minor \$75.00; Standard \$150.00; Major \$300.00

AGREEMENT: I hereby certify with my signature that all data on my application forms, plans and specifications are true and correct to the best of my knowledge.

Dated _____

Signature of Owner or Contractor

PERMIT: Permission is hereby granted to the above named applicant to perform the work described in the above statement. This permit is granted upon express condition that the person to whom it is granted, and his agents, employees, and workmen shall conform in all respects to the ordinance of Alexandria Township, Minnesota.

NOTE: PERMIT IS VOID IF WORK IS NOT COMPLETED WITHIN TWELVE (12) MONTHS.

Issue Date _____ Zoning Administrator: _____

COMMENTS:

SEWER _____ PROPERTY ADDRESS _____

SHORELAND ALTERATION PERMIT

GENERAL PROVISIONS

1. Permittee shall maintain temporary erosion controls at all times during construction in order to prevent erosion into any adjacent water body or water course. Temporary erosion controls comprise straw bales, straw mulch, pollution curtains, filter cloth and the like.
2. Permittee shall install permanent erosion control measures in order to prevent erosion of disturbed soils from the project site onto adjacent parcels of land, public waters, public roads, ditches, sewer facilities and the like. Permittee shall cease all related authorized construction activities until such time as any such problem is corrected as agreed to by the permitting authority. All permanent erosion control measures shall be installed within seven (7) days of completion of final grading or the termination date of this permit, whichever comes first.
3. No changes in plans or specifications can be made to the work authorized herein unless such change is first approved in writing by the permitting authority.
4. Permittee shall grant access to the site at all reasonable times so that the permitting authority or his/her agents may conduct inspections to ascertain compliance with the terms and conditions of this permit.
5. Spoil material shall not be placed on the beds of protected waters, and, wherever possible, such material should not be placed anywhere within areas subject to flooding or erosion.
6. In the event the site cannot be stabilized with vegetation before September 15, all exposed soil shall be adequately mulched at a rate of not less than 3500 lbs./acre leaving no more than 20% visible soil surface and maintained until seeding/sodding can be achieved.
7. The granting of this permit does not exempt the permittee from having to secure other permits from other state, federal or local units of government which may have jurisdiction over portions of the authorized project.
8. WETLANDS CONSERVATION ACT OF 1991: Where the work authorized by this permit involves the draining, filling or burning of wetlands not subject to DNR jurisdiction, the permittee shall not initiate any work under this permit until the permittee has obtained official approval from the responsible governmental unit as required by the Minnesota Wetlands Conservation Act of 1991.

SPECIAL PROVISIONS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____