

**Stearns County Environmental Services**

3301 County Rd 138 Waite Park, MN 56387

320-656-3613

[Apply Online](#)<https://services.stearnscountymn.gov/csp/>

Construction Site Permit Application

Property Owner Name: _____

Mailing Address: _____

Property Address: _____

Parcel ID Number: _____

Email: _____ Phone: _____



Type of Construction	Type of Project	Within 1000ft of lake, 300ft of river, or in floodplain?	Application Fee
Residential Structure	New Dwelling	Yes	\$800
	Replacement Dwelling	No	\$500
	Moved-in Structure	X	\$400
Other Structure	Garage Shed Deck Other	X	\$400
RV Park or PUD	Deck Shed Other	Call Environmental Services for Fee	

Proposed Project Information

Project Description:

Contractor Name:	License #
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Use of Structure:	<input type="checkbox"/> Residential	<input type="checkbox"/> Business	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Accessory
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Dimensions/Description/Explanation

Principal Structure	
Dimensions	
House Area (including attached garage)	
Structure Height	
# of Bedrooms	
# of Floors	
Walk Out?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Retaining Wall(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Deck(s) Dimensions	
Total Area of All Decks	
Building Plans Included?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Structure(s) (Not for Livestock)	
# of Other Structures	
Dimensions	
Sidewall Height	
Structure Height	
Area of All Structures	
Dormers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bathroom/Sink?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Retaining Wall(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Lot Coverage Calculation Worksheet

Lot coverage is limited to 25% of the total lot. **The total may not be larger than the maximum coverage calculation below.** If you are over the lot coverage allowance, you must reduce your coverage before your proposed project will be permitted. Please calculate out all that apply to your situation. If an item does not apply, please leave it blank.

Proposed Structure(s)	Length (ft)	Width (ft)	Total (ft ²)
1.			
2.			
3.			
Existing Structure(s)			
House & Attached Garage			
House Only			
Detached Garage			
Other Structures <i>*All sheds, utility buildings, dog kennels, greenhouses, etc.</i>			
1.			
2.			
3.			
4.			
Deck(s)			
Driveway/Parking Areas <i>*Asphalt, cement, gravel</i>			
Sidewalk, Patio, Paving Stones			
Landscaping (plastic under rock)			
Other			
1.			
2.			

Total Coverage (ft²)

Lot Area (ft²):		X	25%	=	Maximum Coverage (ft²)	
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Lot Area: Calculate lot area by multiplying the length of the lot times the width. However, if the length and width vary, as in the example, take the average length and width:

Average Lot Width (ft):

Average Lot Length (ft):

Lot Area (sq. ft):

Or, if you know lot acreage, enter below:

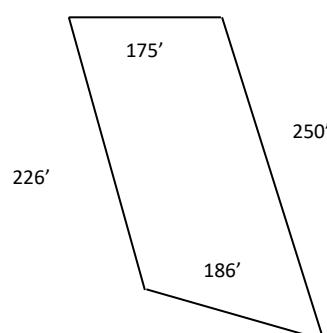
X 43,560 sq. ft.

acres

Lot Square Feet

Example
 Average Width: $175' + 186' = 361/2 = 181'$
 Average Length: $226' + 250' = 476/2 = 238'$
 Lot Size: (W) 181' * (L) 238' = 43,078 sq. ft
 Lot Area: 43,078 square feet

Note: 1 Acre = 43,560 ft²



Site Plan

Indicate the following in a site sketch or on a separate drawing to be included with this application.

Please provide distances from structure to:

Rear Yard:	ft	Wetlands	ft
Side Yard:	ft	Top of Bluff (If Applicable)	ft
Side Yard:	ft	OHWL: (If Applicable)	ft
Right-of-Way	ft	Septic Tank:	ft
Road Center:	ft	Septic Drainfield:	ft
Private Road Easement:	ft		

Township Approval

A valid township signature may be required prior to Stearns County reviewing this application.

Permit Conditions: _____

Township Signature: _____ *Date:* _____

Agreement: I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions, and to abide by all of the ordinances of Stearns County regarding actions taken pursuant to this application. Any plans submitted herewith shall become part of the permit application. This application shall not be considered a complete application until the applicant has staked the proposed building site. **Incomplete applications shall expire six (6) months from the date of application.** It is the responsibility of the applicant to obtain any other necessary permits from their Township. Signature of this application authorizes Environmental Services Staff to enter upon the property to perform needed inspections. Entry may be without prior notice.

Applicant Signature

Date