

DOUGLAS COUNTY
LAND AND RESOURCE MANAGEMENT DEPARTMENT
305 8th Avenue West, Alexandria, MN 56308 (320)762-3863
www.co.douglas.mn.us

PROCEDURE FOR OBTAINING LAND USE PERMITS
PERMITS MUST BE APPLIED FOR IN PERSON BY OWNER OR CONTRACTOR

1. Submit a drawing or plan showing the following:
 - A. Dimensions of the lot
 - B. Location of proposed structure from:
 1. Center of road and/or right-of-way of road (including easements, cartways and private drives)
 2. Side property lines
 3. Rear property line (lakeside is considered rear yard)
 4. Distance from high water mark of lake, OHW (if applicable)
 - a. The distance of dwellings on the adjacent properties, excluding decks, to the OHW.
 5. Bluff (30% grade, 25' in height)
 6. Wetlands
 7. Feedlots
 3. Placement and dimensions of all other structures on the lot (including all impervious surfaces)
 1. Percentage of impervious surface (any surface not able to absorb liquid)
 4. Building plan and design indicating structure interior and exterior layout.
2. The names of the licensed contractors that will be working on your project.
 - A. Building contractor and State license number.
 - B. Excavator/landscaper and Douglas County license number.
 - C. Masonry
 - D. Sewer installer
 - E. Well driller (Permit is obtained through the well driller.)
3. Type of improvement or construction
 1. Dwelling
 1. Required information:
 - a. Basement dimensions & square footage
 - b. Main level dimensions & square footage
 - c. Upper level or loft dimensions & square footage
 - d. Covered porch dimensions & square footage
 - e. Deck(s) or Patio(s) dimensions & square footage
 - f. Garage dimensions & square footage
 - g. Number of stories
 - h. Sidewall height (ground to eaves)
 - i. Structure height (ground to midpoint of highest gable)
 - j. Siding and roofing materials to be used
 - B. Other structures (i.e. garage, shed, deck, patio, ag structures)
 1. Required information:
 - a. Use of structure
 - b. Dimensions & square footage
 - c. Number of Stories
 - d. Sidewall height (ground to eaves)
 - e. Building height (ground to midpoint of highest gable)
 - f. Pitch of roof
 - g. Siding and roofing materials to be used
 4. On site septic system design must be submitted and approved by the Land and Resource Management department prior to issuance of land use permit. It is the applicant=s responsibility to ensure hook-up to ALASD if available. Information needed for a septic system permit is as follows:

- A. Douglas County Onsite Septic System Design Data form and applicable State forms completed by a MN State Licensed Designer. Design must include:
1. Type and location of system
 2. Distance from nearest well
 3. Distance from lake or stream (if applicable)
 4. Distance from occupied building or structure
 5. Distance from property line
 6. Distance from bottom of absorption system to water table
 3. Percolation Test Data
- B. Name of MN State Licensed Installer
3. Certificate of Compliance (must be completed by a MN State Licensed Inspector)
1. Prior to the issuance of a land use permit within all districts, the onsite sewage treatment systems must be verified for compliance with the sanitation code as adopted by reference in this ordinance, with the exception of those buildings in the Agricultural Preservation District that are repaired or constructed which are not used for human habitation and do not contain plumbing of any sort.
 - 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 local unit of government finds evidence of an imminent 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 local unit of government finds evidence of an imminent threat to public health and safety.
2. Fees: (non-refundable) See current fee schedule.

****NOTES****

Permit processing time will take a minimum of five (5) working days. Construction cannot begin before permit is issued and posted on site. Work started before a permit is issued and posted on site will incur after-the-fact fines.

Also please be advised that if your property falls within the two-mile radius of the City of Alexandria (320-763-6678), you may be required to obtain a building code permit from them as well.

Used structures require prior approval, please contact Land & Resource Management.

Conditional use permits and variances may be required prior to issuance of land use permits.

YOU MUST HAVE PROOF OF OWNERSHIP OR PROOF THAT YOU ARE THE OWNER'S LEGAL REPRESENTATIVE. PERMITS WILL NOT BE ISSUED UNTIL DEED IS RECORDED AT THE RECORDERS OFFICE.

EFFECTIVE DATE 06/20/02