

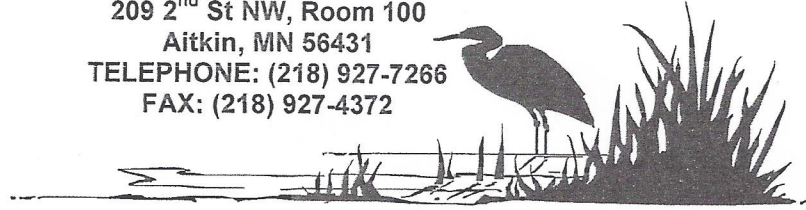
AITKIN COUNTY ENVIRONMENTAL SERVICES

209 2nd St NW, Room 100

Aitkin, MN 56431

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February 27, 2017

Dear Recreational Campground or Mobile Homes Park Owner/Manager:

Permit Updates for 2017:

1. An Authorized Agent Form will need to be signed by the establishment owner and included with applications submitted by renters of campgrounds or mobile home parks for new structures on their sites. Please see the back of this sheet to review this new form. Feel free to make copies of the Authorized Agent Form to handout as needed.
2. Permits from Planning and Zoning are required for decks, sheds, porches and carports constructed/installed on individual sites. Unattached and pre-fabricated units also require a permit. Placing a roof over a deck, conversion of a deck into a porch and deck expansions also require a permit.
3. Permits are required for recreational camping vehicles or mobile homes sized at 400 square feet or larger.
4. Landings sized at 32 square feet or less do not require a permit. Exempted landings cannot be roofed.
5. Sheds 25 square feet or less do not require a permit.
6. Permits can be completed online or in person at the Planning and Zoning office. Mailed paper applications are no longer accepted.
7. If an email is on file for the resort owner/manager, the resort will be notified by email when an application has been submitted.

New Structure Setbacks:

1. Lake Setback - distance from the lake is determined by lake classification. Contact Planning and Zoning at 927-7342 if there are any questions.
2. Property Boundary - a minimum setback of 30 feet from the property boundary for all new structures.
3. Neighboring RV's or Mobile Homes – a minimum of 10 feet of separation must be provided between neighboring units and their attachments (ex. deck, sunroom, porch). Please see enclosed fact sheet.

2017 FEE SCHEDULE

TYPE OF PERMIT	FEE
Accessory Buildings/Sign <239 sq.ft.(no pre-onsite)	50.00
Accessory Buildings and/or WATER ORIENTED 240 sq. ft. to 1000 sq. ft.	150.00
Accessory Buildings 1001 sq. ft. and larger	250.00
Fence (8 feet or greater in height)	50.00
Commercial Buildings/Additions (footprint of structure)	
<500 sq.ft.	250.00
501 – 2500 sq.ft.	400.00
>2501 sq.ft.....	600.00
Residence, new construction (footprint - including attached garage, deck, and/or porch)	
Additions (decks, porches and patios are separate permit fees)	
<500 sq. ft.	250.00
501 – 2000 sq.ft.	350.00
>2001 sq ft.	500.00
Deck/Patio <199 sq.ft.....	100.00
Deck/Patio 200 sq.ft and larger.....	150.00
(Patios are those within the required building setback to the lake)	
Land Alterations	200.00
Vegetation Alteration	NO FEE
Planning Call/Site Review	100.00
Conditional Use Permit (does not include permit fee)	650.00
Amendment to existing CUP	650.00
Variance (does not include permit fee)	650.00
Interim Use	650.00
Renewal of Interim Use Permit	650.00
Appeal to BOA	650.00
Republication of Variance or CUP	50.00
Rezoning	650.00
Ordinance Amendment	500.00
Tower / WECC Application.....	650.00
Preliminary Plats and Residential PUDs (1-5 lots/units)	650.00
(6 or more lots/units an additional \$50.00/lot/unit)	
Final Plats and Residential PUD'S	650.00
(6 or more lots/units an additional \$50.00/lot/unit)	
New road sign and post (each sign and post in new plat)	175.00
Commercial PUD'S and Resort Expansions (6 or less lots –no CUP)	300.00
Surveyor Review Fee (for plats and residential PUDs 1-5 lots).....	150.00
(6 or more lots/units an additional \$20.00 per lot/unit)	
Engineers Review Fee (for plats and residential PUDs	150.00
Replat of Existing Plat to County Board (does not include surveyor fee)	200.00
Administrative Subdivisions and Exemptions (review prior to approval) per lot	75.00
-If wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'l	100.00
COMPLAINT ENFORCEMENT (after receipt of (2 ND) notice - addition to permit fee) .	200.00
Reinspection/Additional inspection fee on all	100.00
911 Addressing (includes sign and post)	55.00

AFTER THE FACT FEE'S – 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas
(includes variances and CUP's)

****A septic system must be installed when there is running water to or within a structure.****

SEE REVERSE SIDE FOR WETLAND AND SEWER FEES