

Frequently Asked Questions: Online Permitting Campgrounds/Resorts/Mobile Home Parks

Does my project need a permit from Aitkin County? Permits are not required for decks/platforms less than 32 square feet in size, sheds with a footprint of less than 25 square feet, mobile homes or park models under 400 square feet. All other projects require permits. Please note, if you are roofing or enclosing an existing deck, that also requires a permit. *REMINDER: All structures must be spaced a minimum of 10 feet from any structure on neighboring sites. This includes – RV's, mobile homes, decks, sheds, sunrooms, porches, etc.*

Why did Aitkin County decide to go to online permitting? Aitkin County moved their permitting online in April of 2016. Online permitting gives the applicant the flexibility of completing, paying, and submitting permits online. The online permit option allows an application to be submitted outside of regular business days/hours. The applicant is able to view the status of their permit and receive automatic email notifications when it has been reviewed and/or approved. This may expedite the process, as the applicant will not have to wait for their hard card permit to arrive in the mail.

Is it required to use the online permitting process? Yes, all permits are required to be submitted online. This application process allows for faster and more accurate reporting to the State of MN and other government agencies, among other advantages.

How can I pay for my application? The online permitting system allows an applicant to pay online with a minimal convenience fee. If you are not interested in paying online, you still have the option of sending in or dropping off a check/cash. Check should be made payable to: Aitkin County Zoning. Please note, applications will not be considered complete until the full payment has been received. Incomplete applications are returned to the applicant.

What if I don't have a computer or a scanner?

The online permitting program requires the applicant to create an account (email address required) in order to access the site and view the status of their application. Applicants are notified via email during each step of the application process. If you do not have a computer you will be required to use a public computer. (i.e. the public library, etc.) Please note, if you do not have a scanner you may take a picture of the form, save it to your computer, and attach it to the application. If you are in need of assistance by our Office, please call ahead to schedule an appointment.

Online Permitting Process

How do I get started? Aitkin County's online permitting system link can be found on our Environmental Services department page on the Aitkin County website www.co.aitkin.mn.us and/or by entering the website directly at: <https://pzpermit.co.aitkin.mn.us/index.php>.

What will be required for the application?

- Your name and mailing address. This will be used to contact you with questions regarding the application and when mailing out the hard card permit.
- The physical address of the Campground/Resort/Mobile Home Park.
- Campground/Resort/Mobile Home Park owner's email address. This will be used to notify the owner of the application and permit.
- The site or lot number of the proposed project.
- A signed copy of the Resort Authorized Agent Form. This form is required and must be signed by the owner of the campground/mobile home park/resort prior to issuing a permit. A link to the form is provided in the online application. Once the form is signed and completed, it may be emailed directly to michelle.leitinger@co.aitkin.mn.us or attached within the application.
- A site plan (sketch showing the location of the proposed project).

How does the process work?

1. “Sign up” to create a login and password or “login” to use an existing account.
2. You will select the “Campground/Resort/Mobile Home Park” application type from the list of options. The applications are built to walk you through every step. Some have external links, examples, and detailed descriptions of what is required.
3. You will complete the required sections of the application, agree to the terms and conditions, and either make an online payment or set your payment method. The fees will be calculated within the application process. If you have questions on the fees, please call 218-927-7266 prior to “Finishing” the application.
4. Once the application is complete and you have clicked “finish” on the application, the application is sent to our Office for review. You will receive an email notification when the Zoning Office receives your application.
5. The Zoning Office will review your application and perform any necessary site visits prior to approving your application. You can view the status of the application at any time by scrolling to the bottom of the application online. Please note, MN Statute states an agency must approve or deny a request within 60 days, however; our office goal is 2 weeks from the date of receiving a completed application.
6. You will receive an email notification with the results of your permit application. The email will include a link to the permit card, which can be printed and posted at the project site until your hard card permit arrives in the mail. Permits are valid for one year from the date of issuance.

Questions?

Contact us at (218) 927-7266

This document is intended to assist in answering frequently asked questions about land use requirements in Aitkin County. Please note this guide is only a summary and not intended as a legal authority on specific land use requirements.