

# How Do I Apply for a Certificate for an Allowed Use?

## INSTRUCTIONS

Before applying for a Certificate for an Allowed Use, the following steps need to be completed:

1. Design the structure (as applicable).
2. If a septic system is required, hire a septic professional to design the septic system in accordance with Minnesota Rules. According to Minnesota Rules, the size of the septic system is determined by the number of bedrooms in the home. The septic professional will also help locate the best site for the system; that will then inform the location of the home and any accessory structures. Homeowners may install their own system, but a septic professional must design it.
3. If your property does not have a driveway, obtain a driveway permit from the appropriate road authority (township, county or state). The County requires a permit for all new driveways on county roads. Check with your township to find out if they require a driveway permit. You do not need a driveway permit for an existing driveway.

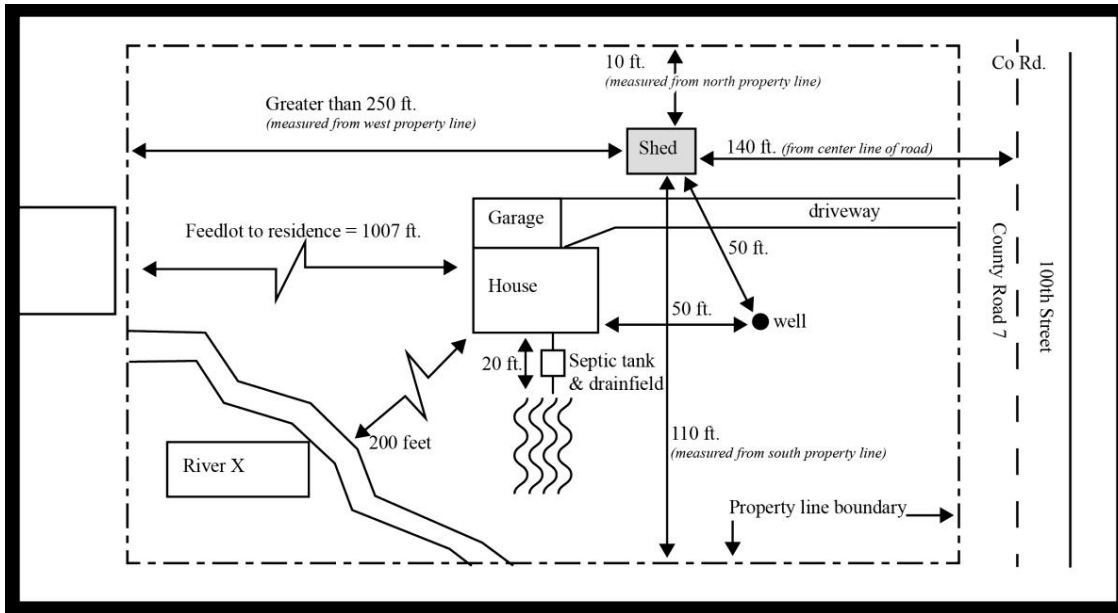
## APPLICATION STEPS

1. Obtain the appropriate application form and application submittal requirements, including
  - Description of Structure: \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_
  - Description of Allowed Use, if not a structure
  - Site plan, including:
    - Setback to rear property line
    - Setback to side lot lines
    - Setback to septic system
    - Setback to road centerline
    - Setback to lake, river, or county ditch
  - Building construction plans (3 copies) with completed Building Permit Application
  - Septic design provided by a septic professional, as applicable
  - 911 Address, as applicable

2. Complete the application.

As an example, the following page shows a sample site plan showing the location of a proposed dwelling and septic system and their relationship to property lines, natural features, and other buildings that may be on the property.

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3. Submit the completed application and application submittal requirements.

## COUNTY REVIEW PROCESS

1. County staff will review the application and application submittal requirements for compliance with all applicable federal, state and local regulations.
2. The review may include a site visit.

The goal is to complete all reviews and issue Certificates and Permits within 10 to 14 business days from the receipt of a completed application.