Lent Township
33155 Hemingway Ave.
Stacy, MN 55079

Township of
LENT

Phone: 651.462.3009

Application Date:	

CERTIFICATE OF COMPLIANCE

PARCEL IDENTIFICATION NO (PIN): **LEGAL DESCRIPTION:**		**ZONING DISTRICT:** **LOT SIZE:**
PROJECT ADDRESS:	**OWNER:** Name: Address: City, State: Phone:	**APPLICANT** *(IF DIFFERENT THAN OWNER):*

BRIEF DESCRIPTION OF REQUEST *(if a structure is proposed, please include a description of building use; if grading is proposed, please provide a brief description and quantity)*:
EXISTING SITE CONDITIONS (current buildings, uses, physical characteristics, etc.):
APPLICABLE ZONING CODE SECTION(S): *Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.*   1.   Section 4 (E) Building Permit and Certificate of Compliance

Submittal Materials

The following materials (3 copies) must be submitted for a complete review of your request.

AP – Applicant check list, TS – Town Staff check list

AP	TS	MATERIALS

☐	☐	*Site Plan.* Drawn to scale showing the following:
		  ▪ Location of all buildings and their square footage
		  ▪ Proposed curb cuts, driveways, access roads, parking spaces, off-street loading areas and sidewalks
		  ▪ Landscaping and screening plans (if applicable)
		  ▪ Location of well and septic on site
		  COPIES: 3 Plan(s) at 11" x 17"

☐	☐	*Aerial Photograph.* Submit an aerial of the site to demonstrate existing conditions. (Go to www.co.chisago.mn.us to print an aerial photograph. Click on "online services" then click "Interactive GIS Map", and then click "Search" and "Search by physical address". Type in your street number and street name and click "perform search". Print three copies of the map in color showing the existing site conditions.
☐	☐	Statement acknowledging that you have contacted the other governmental agencies such as Conservation Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
		MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER
☐	☐	*Survey of the property:* An official survey, by a licensed surveyor, may be requested. The survey shall be scalable and in an 11" x 17" format.
☐	☐	*Sanitary and Storm sewer plans.* Sanitary and storm sewer plans may be requested depending on the proposal of the COC.

☐	☐	***Building/Architectural Plans.*** Depending if an accessory structure is proposed, a general building or architectural plan, including colors, may be requested.
☐	☐	***Wetland Delineation.*** If the proposed COC is near a potential wetland boundary or setback, delineation may be required to fully evaluate and approve, or deny, the COC. You are responsible for contacting the Chisago County. The phone numbers are listed below. • *Chisago County Environmental Services: 651-213-8378* • *Chisago Soil and Water Conservation District: 651-674-2333*
☐	☐	Electronic copy of all submittal documents

Review by the Town Planner. The Town Planner will review the Application and required documents to determine whether additional materials are necessary in order to issue the Certificate of Compliance. Please note, that other permits may be required by the Township, and the Township Engineer and Building Inspector may be involved in the review and approval process. In connection with your request your signature constitutes permission for a representative of the Township to enter upon your property, during normal business hours, for the purpose of evaluating your request. This may involve minor excavation and soil borings. If you wish to be present during such inspection, please contact the Town office.

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

_____   _____
Signature of Applicant   Date

_____   _____
Signature of Applicant   Date