

Permit Number

Assigned by staff



Winona County

Development Certificate Application

Winona County Planning
& Environmental Services
202 West Third Street
Winona, MN 55987
Phone: 507.457.6520
Fax: 507.454.9378
www.co.winona.mn.us

****For application fees please contact our office****

Contact Information

Construction may not begin until Planning & Env. Services has issued the permit and it is in your possession.	
Owner(s)	
Site Address	
City, State, Zip	
Telephone	Home Work / Cell
E-Mail (optional)	
Mailing Address (if different)	

Contractor

Name	
Address	
City, State, Zip	
Telephone	License #

Please provide or attach complete legal description of the property. Your legal description can be found on your deed, abstract or through the Records office.

Property Data

Parcel ID #:	Township:	Section:	Range:
Legal Description			
Property Size	Width at building site: _____ feet	Depth: _____ feet	
	Acres: _____	Square Feet: _____	
Existing Structures (Include date constructed)			

Construction Information

Planned Use of Structure:	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Agricultural <input type="checkbox"/>	Industrial <input type="checkbox"/>	Other <input type="checkbox"/>	
Class of Work:	New <input type="checkbox"/>	Addition <input type="checkbox"/>	Alteration <input type="checkbox"/>	Repair <input type="checkbox"/>	Move <input type="checkbox"/>	Remove <input type="checkbox"/>
Description of Work						
Dimensions of Structure (feet /inches)	Length: _____	Width: _____	Height: _____			
Setbacks (feet /inches)	Side Yard (near): _____	Side Yard (far): _____	Rear Yard: _____			
	Road Centerline: _____	Shoreline (if applicable): _____				
Miscellaneous	Construction Material Value: \$ _____ Number of Bedrooms: _____ (if applicable)					

Type of Septic System _____

Date Installed _____

Permit # _____

Has a Compliance Inspection been completed on the system in the last five years?

Yes

(Inspector Name)

No

ALL APPLICANTS MUST SIGN

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission for staff of Winona County to enter my property for the purpose of collecting/confirming information to be used as part of the Development Certificate process. I further agree to withdraw this application if substantive false or incorrect information has been included.

Owner Signature _____	Date _____
Agent / Representative Signature _____	Date _____

Please Note: Planning & Env. Services cannot issue a certificate without a completed application. Failure to provide all the necessary information may delay the review and processing of the application. The appropriate fees must accompany the application with payments made to the Winona County Auditor-Treasurer.

↓ FOR DEPARTMENT USE ↓

Development Certificate Fee _____	<u>Comments/Notes</u>
Septic System Permit Fee (if applicable) _____	
Address Sign/Post Fee (if applicable) _____	
Total Fees _____ Receipt Number _____	
Date Paid _____	
Accepted By _____	
Site Plan Received Yes <input type="checkbox"/> No <input type="checkbox"/>	
Zoning District _____	
Shoreland Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, does septic need upgrading? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Floodplain Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, is there an elevation certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Wetlands Yes <input type="checkbox"/> No <input type="checkbox"/>	
High Arch. Prob. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Inspected By _____	
Date Inspected _____	
Permit # _____	
Staff Signature _____	Date: _____

Required Items for a Development Certificate

1. Application (complete, signature required).
2. Stake and mark the outline dimensions of the proposed building, driveway location, septic tank, drain field, well and soil boring holes at the site.
3. Copy of recorded legal description of the lot or parcel of land on which the development or activity is to take place and legal description of any splits.
4. Site plan drawn to scale (when required by Planning & Environmental Services) in detail (see example).

Indicate the following as pertinent, but not limited to the following:

- a. Location and configuration of lot or parcel;
- b. North arrow;
- c. Roads: Federal, State, County and/or Township, including driveway;
- d. Lot or parcel with parcel definition identification, dimensions in feet including front, sides and rear and any deflections or angles. For larger lots, an additional area map shall be required.
- e. Location of proposed new structures and improvements and their distance including setback from the center line of all public roads and distance from all property lines;
- f. Location of all other existing structures or buildings on the parcel lot;
- g. Location of all proposed and/or existing individual sewage treatment systems and alternate areas for sewage treatment;
- h. Location of all proposed and/or existing wells and water supply lines;
- i. Easements of record;
- j. Direction of surface run-off;
- k. Elevation and topography at ten (10) feet intervals*;
- l. Location of all waterways, dry runs, streams (by name) and springs;
- m. Location of vegetation including woodlands;
- n. Limit of work areas;
- o. Parking and loading areas;
- p. Landscaping design plan;
- q. Locations of all wetlands;
- r. Location of all karst features such as sinkholes;
- s. Location of other natural features such as natural communities and rare species*;
- t. Lighting arrangement (outside)*;
- u. Location of solid waste containers*;
- v. Such other information as required by Planning & Environmental Services

*As required by Planning & Environmental Services

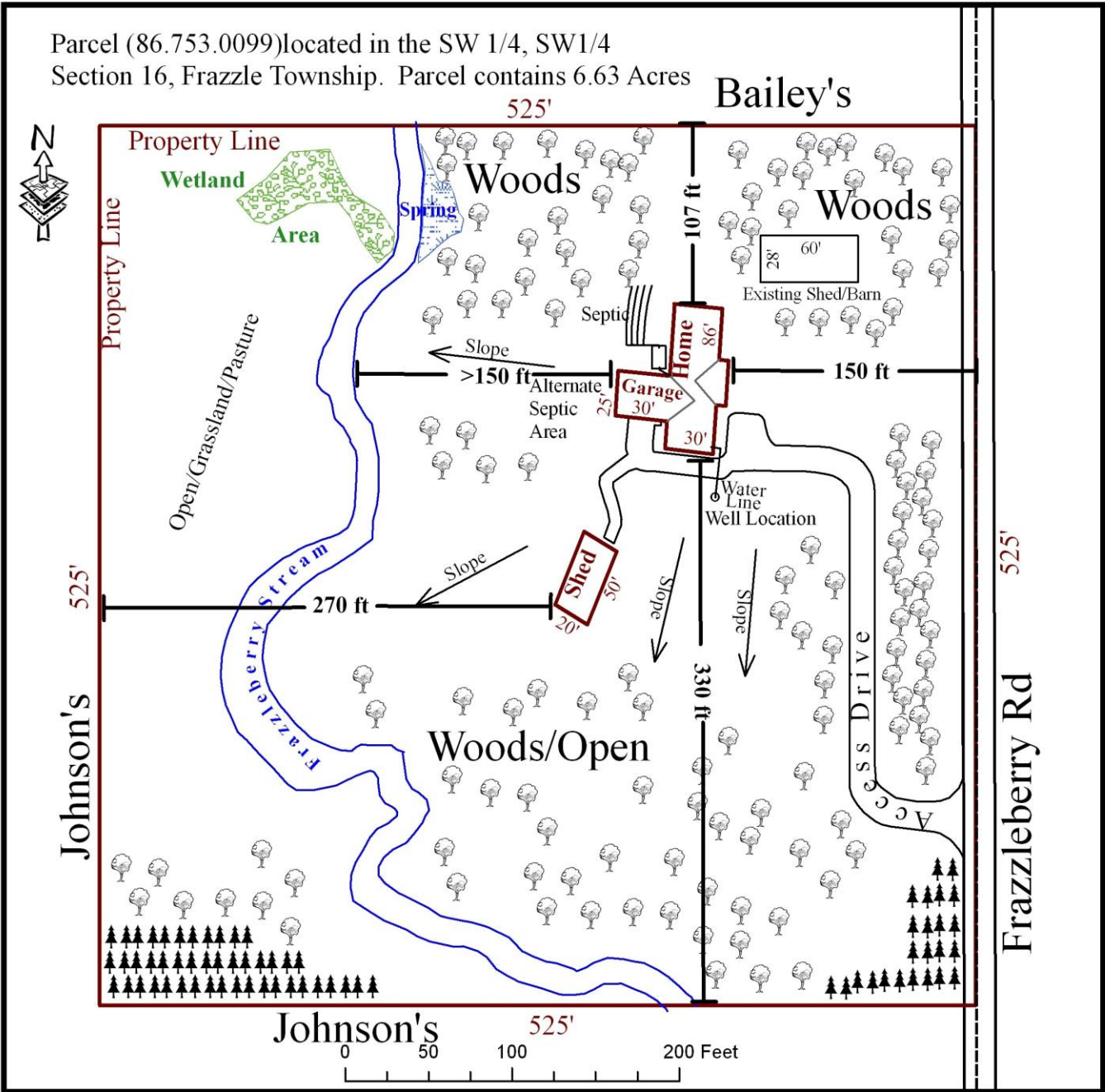
- Indicate, in feet, the distance from the building to the well, septic tank and drain field. Also, indicate in feet the distance between the water supply and sewage treatment system.
- If proposed development of a dwelling is on a slope greater than twelve percent (12%), submit:
 1. Erosion and sedimentation control plan, including measures to be installed prior to and after building; and
 2. Site plan showing the stages and location of work.

THE ABSENCE OF ANY OF THE ABOVE ITEMS MAY CAUSE DELAY.

NO WORK SHALL BE DONE UNTIL CERTIFICATE IS ISSUED.

Winona County Sample Site Plan

Parcel (86.753.0099) located in the SW 1/4, SW1/4
 Section 16, Frazzle Township. Parcel contains 6.63 Acres



Required Sketch Information

- | | |
|--|---|
| <input checked="" type="checkbox"/> All NEW and EXISTING Structures | <input checked="" type="checkbox"/> Direction of Runoff |
| <input checked="" type="checkbox"/> All Structure Dimensions | <input checked="" type="checkbox"/> Easment(s) |
| <input checked="" type="checkbox"/> Structure Setback Distances
(centerline of road/property lines) | <input checked="" type="checkbox"/> North Arrow |
| <input checked="" type="checkbox"/> Neighboring Property Owner | <input checked="" type="checkbox"/> Road Names |
| <input checked="" type="checkbox"/> Sewage Treatment System (and alternate area) | <input checked="" type="checkbox"/> Well(s) and Water Lines |
| <input checked="" type="checkbox"/> Karst features (sinkholes etc...) | <input checked="" type="checkbox"/> Driveway Permit |
| <input checked="" type="checkbox"/> Wetlands, streams, springs (water features) | |

Average slope (%) at building site 2-4 %

Average slope (%) at building site (2nd) 5-8 %

Parcel Number 86.753.0099

Signature John C. Smith

Date 01/01/06

Site Plan for _____



Blank area for drawing the site plan.

Required Sketch Information

- | | |
|---|--|
| <input type="checkbox"/> All NEW and EXISTING Structures | <input type="checkbox"/> Direction of Runoff |
| <input type="checkbox"/> All Structure Dimensions | <input type="checkbox"/> Easment(s) |
| <input type="checkbox"/> Structure Setback Distances
(centerline of road/property lines) | <input type="checkbox"/> North Arrow |
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| <input type="checkbox"/> Wetlands, streams, springs (water features) | |

Average slope (%) at building site _____

Average slope (%) at building site (2nd) _____

Parcel Number _____

Signature _____

Date _____