

CARLTON COUNTY
ZONING AND ENVIRONMENTAL SERVICES
301 Walnut Avenue, Room 103
P.O. Box 220
Carlton, MN 55718-0220
218-384-9176
www.co.carlton.mn.us

Permit number

Township

ADMINISTRATIVE SUBDIVISION APPLICATION
NO MORE THAN FOUR LOTS

The following conditions must be met in order to be approved for an Administrative Subdivision per Carlton County Subdivision Ordinance #28:

- No more than four (4) lots are created.
- All lots must have frontage on an EXISTING public road for the minimum lot width required in Carlton County Zoning Ordinance #27.
- A maximum of four (4) lots per quarter-quarter section must front on an EXISTING public road.
- The lot size for parcels created in an A-1 Zoning District is not less than 20 acres; or, if a cluster subdivision, no less than two (2) acres and no greater than five (5) acres.
- The minimum lot size for parcels created in the A-2 Zoning District is 2.5 acres.
- The minimum lot size and frontage requirements for lots created in all other zoning districts must meet the standards in Carlton County Zoning Ordinance #27.
- The subdivision complies with all requirements of Carlton County Zoning Ordinance #27, Carlton County Subdivision Ordinance #28 and Carlton County Subsurface Sewage Treatment System Ordinance #30.

Please complete each entry and check off each item. An incomplete application will be returned.

APPLICANT: _____

MAILING ADDRESS: _____

EMAIL (optional): _____

DAYTIME PHONE NUMBER

OTHER PHONE NUMBER

AUTHORIZED REPRESENTATIVE: _____

AUTHORIZED REPRESENTATIVE PHONE NUMBER: _____

AUTHORIZED REPRESENTATIVE ADDRESS: _____

SURVEY COMPANY AND CONTACT: _____

SURVEY COMPANY PHONE NUMBER: _____

SURVEY COMPANY ADDRESS: _____

SURVEY COMPANY LICENSE NUMBER: _____

FOR OFFICE USE ONLY

PERMIT NUMBER _____ FEE _____ RECEIPT NUMBER _____

ZONING DISTRICT _____ SHORELAND CLASS _____ SHORELAND ID NUMBER _____

VARIANCE _____ CONDITIONAL USE _____

DATE _____ APPROVED DENIED BY _____

REMARKS _____

C/T _____

PLAT _____

PARCEL _____

**ADMINISTRATIVE SUBDIVISION APPLICATION
NO MORE THAN FOUR LOTS**

YES NO

Have you attached payment (see attached fee schedule)? Make check payable to *Carlton County Treasurer.*

YES NO

Have you completed the attached application with original signatures? Application must have original signatures. Copies will not be accepted. Please complete in pen.

YES NO

Is this property Torrens Property? If the property is Torrens, contact the Carlton County Recorder for consultation.

YES NO

Have you checked with the Zoning and Environmental Services Office about any possible wetlands located on the property or potential wetland impacts? There are several types of wetlands including shrub and wooded wetlands. Check with the Zoning and Environmental Services Offices for information and maps.

YES NO

Is your property located within 1,000 feet of a lake or 300 feet of a stream or river?
If yes, do you have a current Certificate of Compliance for your septic system? The Zoning and Environmental Services Office can complete compliance inspections on systems where adequate information was included on the original permit. If it was not included, a licensed private inspector must be contracted to complete the inspection.

LAKE, RIVER OR STREAM NAME: _____

PROPERTY OWNER: _____

PROPERTY ADDRESS: _____

SECTION: _____ **TOWNSHIP:** _____ **RANGE:** _____

PARCEL IDENTIFICATION NUMBER(S): _____

COMPLETE ORIGINAL LEGAL DESCRIPTION (attached additional sheets if necessary):

EXISTING ACREAGE: _____

EXISTING ZONING: _____

PROPOSED NUMBER OF LOTS: _____

PROPOSED ZONING: _____

**ADMINISTRATIVE SUBDIVISION APPLICATION
NO MORE THAN FOUR LOTS**

**DESCRIPTION OF ALL PROPOSED PARCELS, INCLUDING THE REMNANT PARCEL:
(attach additional pages if necessary)**

PARCEL A

Proposed Legal Description: _____

Parcel Acreage: _____ Driveway access will be to: _____
(name of roadway)

PARCEL B

Proposed Legal Description: _____

Parcel Acreage: _____ Driveway access will be to: _____
(name of roadway)

PARCEL C

Proposed Legal Description: _____

Parcel Acreage: _____ Driveway access will be to: _____
(name of roadway)

PARCEL D

Proposed Legal Description: _____

Parcel Acreage: _____ Driveway access will be to: _____
(name of roadway)

**ADMINISTRATIVE SUBDIVISION APPLICATION
NO MORE THAN FOUR LOTS**

YES **NO**

Have documents been attached that demonstrate the applicant has sufficient interest in the property to apply for an Administrative Subdivision?

YES **NO**

Have you provided the original property description and proposed legal descriptions of the new lots, including the remnant lot?

YES **NO**

Have you provided two (2) Sewage Treatment Site Evaluation Forms (two sites) for each lot less than 20 acres and 500 feet in lot width? The original form must be completed and submitted by a licensed designer with this completed application form.

YES **NO**

Have you provided a map or sketch or registered survey containing the following information?

- Proposed new property lines with the dimensions noted
- Location of all existing structures and distance from existing and proposed lot lines
- Existing and proposed driveway locations on all of the lots
- Location and provisions for individual water supply and sewage disposal that meets the requirements of Carlton County Subsurface Sewage Treatment Systems Ordinance #30
- Any proposed access easements, in a form approved by the County
- Any other information as required by the Zoning and Environmental Services Administrator

All drawings must be to scale and the pertinent dimensions must be shown. The Zoning and Environmental Services Administrator may refer the documents to the County Surveyor and the township in which the subdivision is located for review and comment. The applicant shall comply with the requirements of the County Surveyor.

If your application is approved, you must file the deed and associated documents with the Carlton County Recorder's Office within 6 months of approval. You are advised to contact the Carlton County Recorder's Office to obtain filing information before the application is submitted to the Carlton County Zoning and Environmental Services Office.

Data furnished on this application form is public information.

Applicant and Owner's Statement

I hereby certify that the information contained in this application is to my knowledge a true, accurate and complete representation of the facts and conditions concerning the proposed administrative subdivision. I hereby authorize the Carlton County Zoning and Environmental Services Administrator and authorized staff to enter upon this property to perform such inspections as necessary for the review of this application.

Signature of APPLICANT: _____ Date: _____

I am (We are) the fee title owner(s) of the above described property, and I (we) agree to this application:

Signature of OWNER: _____ Date: _____

Signature of OWNER: _____ Date: _____

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FEE SCHEDULE – Effective January 1, 2021

ZONING PERMIT/LAND USE PERMIT

Accessory Structure or Accessory Structure Addition	\$50.00
Dwelling	\$150.00
Dwelling Addition	\$75.00
Dwelling Deck	\$50.00
Commercial/Industrial Building (primary)	\$200.00
Commercial/Industrial Addition (primary)	\$100.00
Commercial/Industrial Accessory Structure (or addition)	\$100.00
Signs: On Site	\$50.00
Signs: Off Site	\$150.00
Handicap Ramp	No fee
Shoreland Alterations – Zoning Permit	\$100.00
Tower (Communications)	\$150.00
Tower Antennas/Antenna Replacement	\$100.00
Borrow Pit	\$100.00
Conditional or Interim Use	\$400.00 + \$46 Recording fee = \$446.00
Variance	\$400.00 + \$46 Recording fee = \$446.00
Appeal of Administrative Decision	\$400.00 + \$46 Recording fee = \$446.00
Rezoning/Zoning Amendment–Residential/Agriculture	\$400.00 + \$46 Recording fee = \$446.00
Rezoning/Zoning Amendment–Commercial/Industrial	\$500.00 + \$46 Recording fee = \$546.00
New E-911 Address Fee	\$85.00
After-the-Fact – 1 st Notice (plus permit fee)	\$100.00 +
After-the-Fact – 2 nd Notice (plus permit fee)	\$300.00 +
After-the-Fact – 3 rd Notice (plus permit fee)	\$600.00 +

SUBDIVISIONS

Administrative Subdivision – Create up to 4 lots	\$150.00
Administrative Subdivision – Lot Line Adjustment	\$150.00
County Surveyor Review Fee – if required	\$75.00+ mileage
Minor Subdivision	\$100.00 per lot
County Surveyor Review Fee – if required	\$75.00+ mileage
Preliminary Plat	\$500.00
Final Plat – plus per lot fee	\$300.00
Per lot fee	\$20.00

SEWER PERMIT

0 - 1,000 GPD – Drainfield/Bed	\$200.00
0 - 1,000 GPD – Mound/At Grade	\$250.00
1,001 - 2,500 GPD – Drainfield/Bed	\$400.00
1,001 - 2,500 GPD – Mound/At Grade	\$500.00
2,501 – 5,000 GPD – Drainfield/Bed	\$600.00
2,501 – 5,000 GPD – Mound/At Grade	\$800.00
5,001 – 10,000 GPD – Drainfield/Bed	\$1,000.00
5,001 – 10,000 GPD – Mound/At Grade	\$1,500.00
Holding Tank	\$150.00
Operating Permit Renewal	\$50.00
Review Revised Design	\$100.00
Re-Inspection	\$100.00
Sewer Compliance only – existing system	\$150.00*

ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW)

EAW Staff Fee	\$500.00
Fee does not include expense for a consultant to prepare EAW	

WETLAND CONSERVATION ACT

Certificate of Exemption or No Loss	\$75.00
Banking Application	\$500.00
Delineation Review	\$100.00
Replacement Plan <10,000 sq. ft.	\$150.00
Replacement Plan 10,000 sq. ft. – 1 acre	\$250.00
Replacement Plan - over 1 acre	\$500.00 per acre
After-the-Fact	Double

WATER TESTING

First Test	\$40.00
Each Additional Test	\$10.00 each
Water Pickup	\$50.00
Water Pickup and Sewer Compliance	\$175.00*
Lead Test	\$40.00

*Septic tanks must be pumped by a licensed septic maintainer at owner’s expense immediately prior to sewer compliance inspection by County staff. This must be coordinated with this office.

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FREQUENTLY ASKED QUESTIONS

- **Carlton County Zoning and Environmental Services** is the zoning authority for all areas of Carlton County except the following cities: Barnum, Carlton, Cloquet, Cromwell, Kettle River, Moose Lake, Wrenshall, Wright and one township, Thomson. Carlton County also has zoning authority in **shoreland areas** (property within 1,000 feet of a classified lake or 300 feet of a classified river or stream) in the City of Cromwell and Thomson Township.
- Check with the Zoning and Environmental Services Office to find the **Zoning District**. The Zoning District will dictate the lot size requirements, setbacks and property use. See Carlton County Zoning Ordinance #27 - Table 1 Dimensional Standards and Table 2 Height, Setback and Lot Coverage Standards.
- **Zoning Permits** are required for building or moving any structure, no matter the size, including dwellings, additions, decks, privacy fences, garages, storage containers, outhouses, signs, recreational vehicles (under some circumstances) and sheds. Zoning Permits are not required for replacing doors, windows, re-siding or re-roofing (shingles).
- The **State Building Code** is not enforced by this office in the rural parts of Carlton County.
- The design, location, construction and abandonment of **wells** are regulated by the Minnesota Department of Health 218-302-6166.
- **Electrical work** is regulated by the Minnesota Department of Labor and Industry 651-284-5026 or 1-800-DIAL-DLI.
- If a **new driveway** is proposed off a township road, you must contact the specific township to obtain a driveway permit. If the driveway is coming off a county road, you must contact the Carlton County Transportation Department for a driveway permit. If the driveway is coming off a state road, you must contact the Minnesota Department of Transportation.
- A **Subsurface Sewage Treatment System Permit** is a separate application obtained from the Zoning and Environmental Services Office by you or a licensed designer. Septic systems are required to be designed by a designer with a current license from the Minnesota Pollution Control Agency.
- If a structure has **pressurized water**, the structure must be connected to a compliant septic system.
- A current **Certificate of Compliance** for a septic system is required when applying for any permit or point of sale for structures located within 1,000 feet of a classified lake or 300 feet of a classified river or stream.
- A current Certificate of Compliance for a septic system is required before issuance of a Zoning Permit for adding bedrooms.
- The Carlton County Zoning and Environmental Services Office regulates activities in wetlands (**swamps and low areas**). There are many types of wetlands including shrub and wooded wetlands. Check with the Zoning and Environmental Services Offices for information, maps and permit requirements.
- The Carlton County Zoning and Environmental Services Office regulates activities in **shoreland areas** including excavating, filling, and vegetation removal. If your proposed project includes excavating, filling, or vegetation removal in a shoreland area, a Shoreland Alterations Zoning Permit or Interim Use Permit may be required.
- An E-911 number/address is required for all primary structures in Carlton County. Please obtain and complete an E-911 **New Property Address Assignment Application** if you currently do not have an E-911 number/address.
- If the proposed use is not listed as a permitted use in Carlton County Zoning Ordinance #27, a **Conditional/Interim Use Permit Application** may be required.
- If the proposed structure or lot does not meet the dimensional requirements or setbacks of the zoning district, a **Variance Application** may be required.

CARLTON COUNTY ZONING ORDINANCE #27 - TABLE 1 Dimensional Standards

Standards	Districts						Overlay Areas									
	A-1	A-2	R-1	C-1	C-2	M-1	RC	CLR	NE	RD	GD	R	F	T	REM	REC
Density ¹	1:20 acre	1:5 acre	1:1 acre	1:1 acre	1:1 acre	1:5 acre	UD ²	UD	UD	UD	UD	UD	UD	UD	UD	UD
Min. Lot Area	20 acres 2 ac. cluster ³	2.5 acres	1 acre - single; 2 acre duplex	1 acre ⁶	1 acre ⁶	10 acres	UD	UD	UD ⁷	UD ⁷	UD ⁷	UD	UD	UD	17 acre	4.5 acre
Min. Buildable Area ⁸	1/2 acre	1/2 acre	1/2 acre	1/2 acre	1/2 acre	1/2 acre	UD	UD	UD	UD	UD	UD	UD	UD	1 acre	1 acre
Min. Lot Width	330' 165' cluster	250' m&b ⁴ 165' plat ⁵	150'	150'	150'	330'	UD	UD	UD ⁹	UD ⁹	UD ⁹	UD	UD	UD	600'	300'
Min. Lot Depth	300'	300'	150'	200'	200'	660'	UD	UD	UD	UD	UD	UD	UD	UD	UD	UD
OHWL ¹⁰ Structure Setback	NA	NA	NA	NA	NA	NA	NA	NA	150'	100'	75'	200'	150'	100'	200'	150'
OHWL SSTS Setback	NA	NA	NA	NA	NA	NA	NA	NA	150'	100'	100'	150'	100'	100'	150'	150'

NA = Not applicable

1 = Density refers to the number of dwelling units permitted within the corresponding acreage or the number of freestanding or detached businesses under single ownership permitted within the corresponding acreage.

2 = UD refers to underlying or primary zoning district standards which apply within the corresponding overlay district. Where a UD standard is different from an overlay standard, the more restrictive standard shall apply, except DNR riparian lot standards always apply. See Art. 4, Sec. 4, Subd. H.7. for additional shoreland standards.

3 = Cluster refers to a subdivision arrangement that preserves agricultural and forest land as provided in Ordinance #27 and Carlton County Subdivision Ordinance.

4 = M & B refers to a parcel of land created by metes and bounds description and includes other non-platted parcel descriptions.

5 = Plat refers to a parcel of land created by the platting procedures of the Carlton County Subdivision Ordinance.

6 = Minimum lot area is 1/2 area with public sewer.

7 = Non-sewered riparian lot areas are: NE:80,000 sq. ft., RD:40,000 sq. ft.; GD:20,000 sq. ft. See Art. 4, Sec. 4, Subd. H.7. for additional dimensional standards.

8 = Buildable area is a contiguous land area which is unencumbered by surface water, wetlands, floodplain, exposed bedrock, or slopes in excess of 12%.

9 = Non-sewered riparian lot widths are: NE:200 ft., RD:150ft.; GD:100 ft. See Art. 4, Sec. 4, Subd. H.7. for additional dimensional standards.

10 = OHWL means the ordinary high water level of the corresponding public water.

A-1 Agriculture/Forest Management

A-2 Agriculture/Rural Residential

R-1 Recreation Residential

C-1 Commercial Recreation

C-2 Highway Commercial

CLR Closed Landfill Restricted Overlay District

M-1 Limited Industrial

RC Red Clay Overlay Area

NE Shoreland - Natural Environment Lake

RD Shoreland - Recreational Development Lake

GD Shoreland - General Development Lake

R Shoreland - Remote River

F Shoreland - Forested River

T Shoreland - Tributary Stream

REM St. Louis River - Remote Area

REC St. Louis River - Recreational Area

CARLTON COUNTY ZONING ORDINANCE #27 - TABLE 2 Height, Setback and Lot Coverage Standards

Standards	Districts						Overlay Area
	A-1	A-2	R-1	C-1	C-2	M-1	
Maximum Building Height¹:							
Agricultural Building	none	none	NA	NA	NA	NA	none
Other	30'	30'	30'	30'	30'	35'	35'
Accessory Building (detached non-pole type)	18'	18'	18'	18'	18'	18'	18'
Structure Setbacks (Principal and Accessory)							
Front yard:							
Principal/Minor Arterial (bldg. line to road centerline)	110'	110'	110'	110'	110'	110'	110'
Major/Minor Collector (bldg. line to road centerline)	85'	85'	85'	85'	85'	85'	85'
Local Road (bldg. line to road centerline)	85'	85'	85'	85'	85'	85'	85'
All Roads (bldg. line to road ROW ²)	35'	35'	35'	35'	35'	35'	35'
Platted Road (bldg. line to road ROW)	35'	35'	35'	35'	35'	35'	35'
Side yard (bldg. line to side yard):							
Principal Structure	20'	20'	10'	10'	20'	20'	UD ³
Accessory Structure	10'	10'	10'	10'	10'	10'	UD
Adjacent to A-2 and/or R-1 District	10'	NA	NA	20'	20'	100'	UD
Side yard corner lot - double frontage	front	front	front	front	front	front	front
Rear yard (bldg. line to rear yard):							
Principal Structure	50'	40'	30'	15'	15'	40'	UD ⁵
Accessory Structure ⁴	10'	10'	10'	10'	10'	10'	UD ⁵
Rear yard (bldg. line to alley ROW):							
All Structures	20'	20'	20'	20'	20'	20'	20'
Maximum Lot Coverage: (building, structures, roads, driveways parking areas, and other impervious surfaces, including gravel surfaces)	NA	NA	35%	50%	50%	50%	25%
Accessory to Accessory:	none	none	none	none	none	none	none
Dwelling (Primary Structure) to Accessory	5'	5'	5'	5'	5'	5'	5'

1 = See other district and performance standard provisions for authorized height exceptions, such as towers.

2 = The distance to road centerline shall apply if it results in a larger setback.

3 = UD refers to underlying or primary zoning district standards which apply within the corresponding overlay district. In any instance where a primary district standard is different from an overlay district standard, the more restrictive standard shall apply.

4 = Animal pens, feedlots, or animal structures shall be a minimum of 35 feet from side or rear property lines.

5 = See Table 1, Dimensional Standards, for OHWL setback requirements.

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**SUBSURFACE SEWAGE TREATMENT SYSTEM
SITE EVALUATION
Complete ONE (1) form per proposed parcel**

PROPERTY OWNER: _____
PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: _____
SECTION: _____ **TOWNSHIP:** _____ **RANGE:** _____

DATE: _____ **TIME:** _____

Weather Conditions: _____

Are there two (2) acceptable sites that would support Type I septic systems? Yes or No

Check all that apply: Shoreland Dwelling In Wellhead Protection Area Class V
 Food, Beverage, or Lodging Establishment New Existing

Soil Classification:
Unsuitable/Disturbed/Compacted: Yes or No
Type of Observation: Pit Auger
Vegetation Type: Wet Dry Unknown
Drainage (select one): Good Fair Poor Ponding Flooding
Floodplain: Yes or No

Soil Boring Information (complete 3 soils observations per site and record on the attached Soil Observation Logs):

<u>Depth Information</u>	<u>Site #1</u>	<u>Site #2</u>
Standing water:	_____ inches	_____ inches
Bedrock:	_____ inches	_____ inches
Saturated soil:	_____ inches	_____ inches

Indicate N/A if not applicable

Soil Observation Logs attached
 Site Evaluation Maps on other side and attached
Additional Notes: _____

I hereby certify that I have completed this work in accordance with applicable ordinances, rules and laws.
Date: _____
Signature: _____ **License #:** _____
Address: _____ **Phone #:** _____

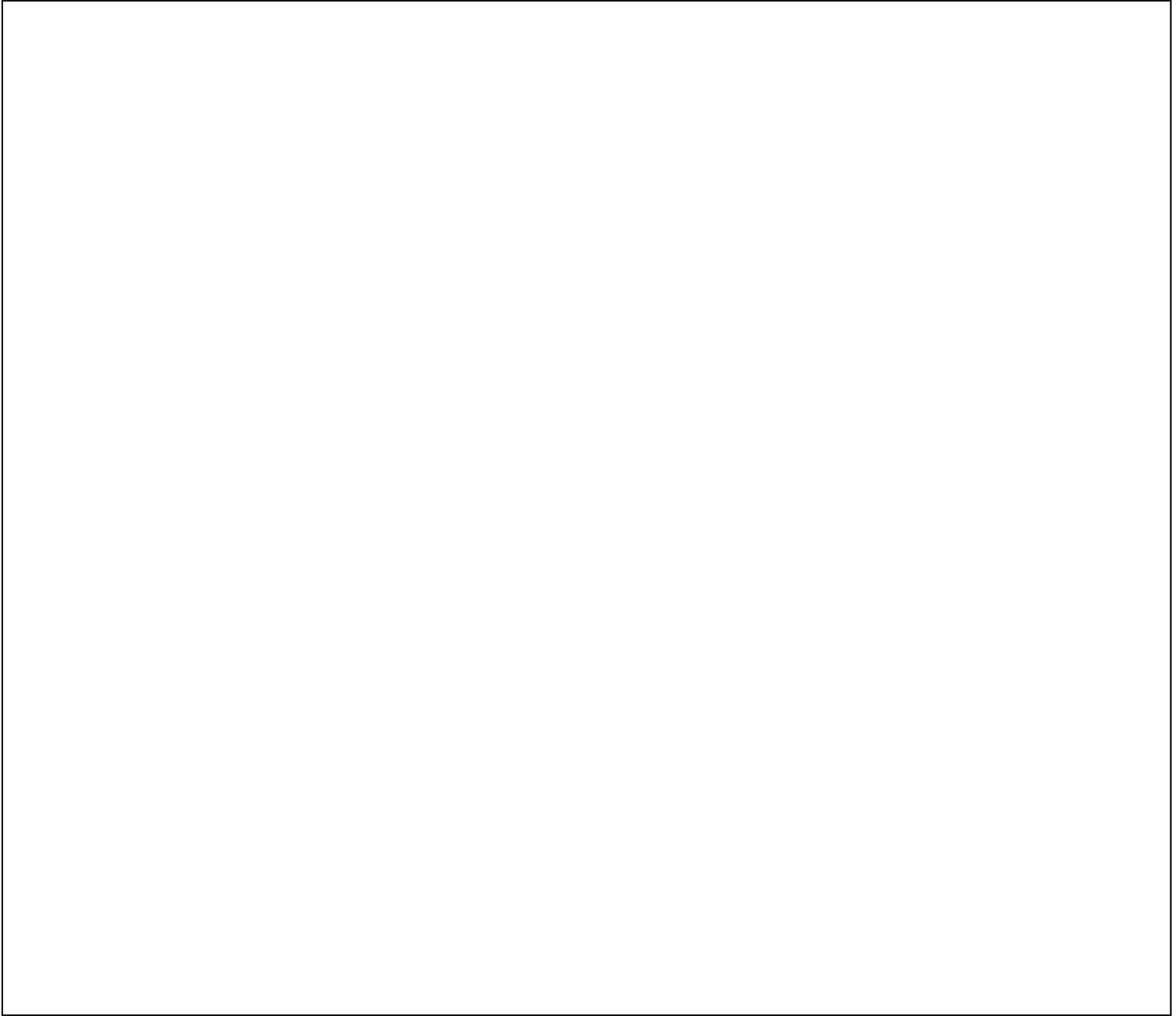
FOR OFFICE USE ONLY
DATE _____ APPROVED DENIED BY _____
REMARKS _____
C/T _____ PLAT _____ PARCEL _____

SEWAGE TREATMENT SYSTEM SITE EVALUATION

Designer: _____

List any construction issues: _____

SEWAGE TREATMENT SYSTEM SITE MAP



MAPPING CHECKLIST:

- | | | |
|---|--|---|
| <input type="checkbox"/> Dimensions of lot | <input type="checkbox"/> North directional arrow | <input type="checkbox"/> Property line setbacks |
| <input type="checkbox"/> Location of all existing structures and setbacks | | <input type="checkbox"/> Unsuitable areas |
| <input type="checkbox"/> Location of easements and utilities including phone, electric, natural gas and roads | | |
| <input type="checkbox"/> Site #1 | <input type="checkbox"/> Site #2 | <input type="checkbox"/> Soil observation locations |
| <input type="checkbox"/> Existing system(s) | <input type="checkbox"/> Pumping access | <input type="checkbox"/> Slope % and direction |
| <input type="checkbox"/> Non-community transient supply well if within 200 feet | | <input type="checkbox"/> Water supply wells if within 100 feet |
| <input type="checkbox"/> Setback from OHWL of streams, rivers and lakes | | <input type="checkbox"/> Setback from floodway and flood fringe |



Client/ Address:		Legal Description/ GPS:							
Soil parent material(s): (Check all that apply) <input type="checkbox"/> Outwash <input type="checkbox"/> Lacustrine <input type="checkbox"/> Loess <input type="checkbox"/> Till <input type="checkbox"/> Alluvium <input type="checkbox"/> Bedrock <input type="checkbox"/> Organic Matter									
Landscape Position: (check one) <input type="checkbox"/> Summit <input type="checkbox"/> Shoulder <input type="checkbox"/> Back/Side Slope <input type="checkbox"/> Foot Slope <input type="checkbox"/> Toe Slope									Slope shape
Vegetation	Soil survey map units			Slope%		Elevation:			
Weather Conditions/Time of Day:						Date			
Observation #/Location:					Observation Type:				
Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	----- Structure-----		
							Shape	Grade	Consistence
Comments									
I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.									
_____ (Designer/Inspector)			_____ (Signature)			_____ (License #)		_____ (Date)	

Additional Soil Observation Logs

Project ID: _____



Client/ Address: _____			Legal Description/ GPS: _____						
Soil parent material(s): (Check all that apply) <input type="checkbox"/> Outwash <input type="checkbox"/> Lacustrine <input type="checkbox"/> Loess <input type="checkbox"/> Till <input type="checkbox"/> Alluvium <input type="checkbox"/> Bedrock <input type="checkbox"/> Organic Matter									
Landscape Position: (check one) <input type="checkbox"/> Summit <input type="checkbox"/> Shoulder <input type="checkbox"/> Back/Side Slope <input type="checkbox"/> Foot Slope <input type="checkbox"/> Toe Slope Slope shape _____									
Vegetation _____		Soil survey map units _____			Slope% _____		Elevation: _____		
Weather Conditions/Time of Day: _____				Date _____					
Observation #/Location: _____				Observation Type: _____					
Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	I----- Structure-----I		
							Shape	Grade	Consistence
Comments _____									

Observation #/Location: _____				Observation Type: _____					
Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	I----- Structure-----I		
							Shape	Grade	Consistence
Comments _____									