

**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](http://www.co.carlton.mn.us)

\_\_\_\_\_  
Permit number

\_\_\_\_\_  
Township

**FINAL PLAT APPLICATION**

**The following conditions must be met in order to be approved for a Final Plat per Carlton County Subdivision Ordinance #28:**

- The final plat must be in substantial compliance with the preliminary plat.
- The final plat must incorporate all conditions, as appropriate, of the County Board approval of the preliminary plat.
- You must enter into a Development Contract with the County for any public improvements before the County Board approves the final plat. The Development Contract must meet the requirements of Subdivision A, Section 7 of Carlton County Subdivision Ordinance #28.
- You must file the final plat with the County Recorder's Office within one (1) year of County Board approval of the preliminary plat. However, if this final plat covers only a portion of the preliminary plat, you have three (3) years to file the final plat of the remainder of the preliminary plat.

**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:** \_\_\_\_\_

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**FOR OFFICE USE ONLY** CASE NUMBER \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_ FEE \_\_\_\_\_ RECEIPT NUMBER \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_ SHORELAND CLASS \_\_\_\_\_ SHORELAND ID NUMBER \_\_\_\_\_

VARIANCE \_\_\_\_\_

DATE, TIME AND PLACE OF HEARING \_\_\_\_\_

APPROVED  DENIED BY \_\_\_\_\_ DATE \_\_\_\_\_

CONDITIONS ATTACHED  YES  NO

C/T \_\_\_\_\_ PLAT \_\_\_\_\_ PARCEL \_\_\_\_\_

**FINAL PLAT APPLICATION**

**SURVEYOR, ENGINEER AND/OR DESIGNER OF FINAL PLAT:**

**COMPANY AND CONTACT:** \_\_\_\_\_

**COMPANY PHONE NUMBER:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**LICENSE NUMBER:** \_\_\_\_\_

**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.

**PROPERTY OWNER:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**SECTION:** \_\_\_\_\_ **TOWNSHIP:** \_\_\_\_\_ **RANGE:** \_\_\_\_\_

**PARCEL IDENTIFICATION NUMBER(S):** \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED PLAT NAME:** \_\_\_\_\_

**EXISTING ACREAGE:** \_\_\_\_\_

**EXISTING ZONING:** \_\_\_\_\_

**PROPOSED NUMBER OF LOTS:** \_\_\_\_\_

**PROPOSED ZONING:** \_\_\_\_\_

**FINAL PLAT APPLICATION**

**YES NO**

Have you attached an up-to-date Abstract of Title or a Certificate of Title and title opinion prepared by an attorney?

**YES NO**

Have you provided ten (10) copies of the final plat, an 8.5 inch by 11 inch transparency and paper copy of the final plat that conforms to the *Minnesota Land Surveyors Association Plan Manual* of Minnesota Guidelines and Chapter 505 of Minnesota State Statutes?

**YES NO**

Have you submitted ten (10) copies of any other required information such as any deed restrictions, restrictive covenants, maintenance agreements or homeowners association documents (in a recordable form) and any other data required by the County?

**YES NO**

Have you submitted final plans for all improvements installed or to be installed, with grades, profiles and other details for the improvements?

**YES NO**

If public improvements will be constructed, have you submitted a signed Development Contract?

**YES NO**

Have you submitted payment or submission of any financial guarantees required by the County Board in a form satisfactory to the County Attorney?

**If your application is found complete, the Zoning and Environmental Services Office will distribute copies of the application to County staff, review agencies such as MNDOT and the DNR, the affected Board of Township Supervisors, and any municipality within two (2) miles of the affected property.**

**You or your authorized agent are required to attend the Planning Commission meeting to answer questions about the application. You will be notified of the date and time of the meeting. The Planning Commission will review the final plat and make a recommendation to the County Board. The County Board will make a decision regarding the final plat within 60 days of submittal of a complete application, unless you agree to a delay in writing.**

**Within six (6) months of the County Board’s approval of the final plat, you must submit the following:**

- 1. One (1) reproducible mylar print signed by the County Board Chair;**
- 2. Three (3) permanent prints (hardshells) signed by the County Board Chair;**
- 3. The plat, in an electronic data format, that meets the requirements of Minnesota Statutes Chapter 505 to the County Recorder’s Office for filing; and**
- 4. Submit one (1) print of the final plat to the Zoning Environmental Services Office showing evidence that the final plat has been recorded. No zoning permits will be issued unless you have completed this step.**

**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 final plat. 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 <sup>st</sup> Notice (plus permit fee)	\$100.00 +
After-the-Fact – 2 <sup>nd</sup> Notice (plus permit fee)	\$300.00 +
After-the-Fact – 3 <sup>rd</sup> 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 <sup>1</sup>	1:20 acre	1:5 acre	1:1 acre	1:1 acre	1:1 acre	1:5 acre	UD <sup>2</sup>	UD	UD	UD	UD	UD	UD	UD	UD	UD
Min. Lot Area	20 acres 2 ac. cluster <sup>3</sup>	2.5 acres	1 acre - single; 2 acre duplex	1 acre <sup>6</sup>	1 acre <sup>6</sup>	10 acres	UD	UD	UD <sup>7</sup>	UD <sup>7</sup>	UD <sup>7</sup>	UD	UD	UD	17 acre	4.5 acre
Min. Buildable Area <sup>8</sup>	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 <sup>4</sup> 165' plat <sup>5</sup>	150'	150'	150'	330'	UD	UD	UD <sup>9</sup>	UD <sup>9</sup>	UD <sup>9</sup>	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 <sup>10</sup> 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	
<b>Maximum Building Height<sup>1</sup>:</b>							
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'
<b>Structure Setbacks (Principal and Accessory)</b>							
<b>Front yard:</b>							
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 <sup>2</sup> )	35'	35'	35'	35'	35'	35'	35'
Platted Road (bldg. line to road ROW)	35'	35'	35'	35'	35'	35'	35'
<b>Side yard (bldg. line to side yard):</b>							
Principal Structure	20'	20'	10'	10'	20'	20'	UD <sup>3</sup>
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
<b>Rear yard (bldg. line to rear yard):</b>							
Principal Structure	50'	40'	30'	15'	15'	40'	UD <sup>5</sup>
Accessory Structure <sup>4</sup>	10'	10'	10'	10'	10'	10'	UD <sup>5</sup>
<b>Rear yard (bldg. line to alley ROW):</b>							
All Structures	20'	20'	20'	20'	20'	20'	20'
<b>Maximum Lot Coverage:</b> (building, structures, roads, driveways parking areas, and other impervious surfaces, including gravel surfaces)	NA	NA	35%	50%	50%	50%	25%
<b>Accessory to Accessory:</b>	none	none	none	none	none	none	none
<b>Dwelling (Primary Structure) to Accessory</b>	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.