

SECTION 7: PERMITS AND FEES

Subdivision 1: SITE PERMITS

For purposes of enforcing this ordinance, a site permit shall be required of all persons prior to:

1. Erection or construction of any structure or building.
2. Erection of signs except those exempt from permitting by this Ordinance.
3. Installation, alteration, repair or extension of any sewage disposal system or solid waste disposal operation.
4. Shore land Alterations, including removal of trees and shore land vegetation.
5. Land Alterations, including mineral extraction and landfills.
6. Erection, alteration or relocation of feedlots, holding ponds, and slurry systems.
7. Location of all essential services.
8. Fences, retaining walls and berms higher than two (2) feet.
9. The construction or modification of a dam or dike.
10. Within the flood plain, the erection, addition, or alteration of any building, structure, or portion thereof; the use or change of use of a building, structure, or land; the change or extension of a nonconforming use; and the placement of fill, excavation of materials, or the storage of materials or equipment.
11. The addition of a bedroom to a residence when requiring a structural change.

Subdivision 2: SITE PERMIT PROCEDURES

1. **Application.** Persons requesting a Site Permit must fill out an application available from the Zoning Administrator. Application requirements will be established by the Zoning Administrator and may include, but are not limited to, the following information: a site plan showing the nature, location, and dimensions of the lot, existing and proposed structures, locations to be filled or where materials will be stored, and the location of the foregoing in relation to the shoreline and floodplain, if applicable.

2. **Requirements.** Site Permits will be issued only if the proposal is in compliance with applicable portions of this ordinance including, but not limited to:
 - A. Zoning district land uses.
 - B. Zoning district dimensional standards and setbacks.
 - C. Performance standards provided for certain activities of this Ordinance.
 - D. Other requirements established by the Zoning Administrator, the Planning Commission and the City Council.
3. **Fee.** A fee, established by the City Council must be submitted with the permit application. An additional fee may be charged for atypical projects, whether based on size or type of use. Such fees may include reimbursement of the City for administrative time and professional services costs incurred by the City.

Subdivision 3: OTHER REGULATIONS

Issuance of a Site Permit does not imply compliance with other applicable City regulations or regulations of other agencies unless otherwise stated.