**RV Permit No**.\_\_\_\_/\_\_\_\_ (Office use only)

**Windemere Township**

**2023 Application for Recreational Vehicle**

**Zoning Permit**

**Instructions**

1. Complete this application in full prior to submission. A completed application will include the items listed below. Please mark each line to verify completion and attach all required documents and payment.

\_\_\_\_\_ A site plan or survey document, as indicated in Attachment A.

\_\_\_\_\_ A copy of a septic permit issued by Pine County or a valid septic compliance inspection report, as indicated in Attachment B.

\_\_\_\_\_ Payment by cash or check of $100

1. Place stakes on property marking the perimeter of recreational vehicle (RV).
2. Contact the zoning administrator to schedule a site inspection prior to beginning any work or placement of the RV.
3. The application approval process will not begin until the application is considered complete. Work cannot commence until the permit is issued unless authorized in writing by the zoning administrator.
4. For frequently asked questions, please see Attachment C.
5. Failure to obtain a permit prior to commencing work may result in fines, work delays, and/or possible legal action to address any non-permitted work.
6. Checks must be made out to Windemere Township.
7. Completed permits can be mailed to Dennis Genereau, Jr., 91034 Island Loop, Sturgeon Lake, Minnesota, 55783.

**General Information**

**Date** \_\_\_/\_\_\_/\_\_\_ **Parcel Number: 33. \_\_ \_\_ \_\_ \_\_ . \_\_ \_\_ \_\_**

**Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: (\_\_\_\_\_)-\_\_\_\_\_- \_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RV Year & Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RV Model Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Installer (if not owner): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Zoning District (circle one if known; refer to map in zoning ordinance or FAQ’s for additional information):**

R2 R3 A1 C1 F1 F2 S1

**Lot Dimensions:**

Width:\_\_\_\_\_\_\_\_ft. Depth:\_\_\_\_\_\_\_\_ft.

Total Area:\_\_\_\_\_\_\_\_\_\_sq. ft. or Acres (circle appropriate one)

**Type and size of structure(s) to be installed with the RV:**

Deck \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steps \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lean-to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other/Addition (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Distance of proposed RV setbacks in feet from each of the following:**

Road right-of-way: \_\_\_\_\_\_\_\_\_\_\_ft. Back property line: \_\_\_\_\_\_\_\_\_\_\_ft.

Left Sideyard: \_\_\_\_\_\_\_\_\_\_\_ft. Right Sideyard: \_\_\_\_\_\_\_\_\_\_\_ft.

Ord. High Wat. \_\_\_\_\_\_\_\_\_\_\_ft. Top of Bluff \_\_\_\_\_\_\_\_\_\_\_ft.

**Final inspection and issuance of Certificates of Compliance:**

Upon completion of the project the applicant must contact the Zoning Administrator for final inspection. Certificates of Compliance will not be issued until such time that the final inspection has occurred and all permit conditions and inspection requirements are satisfied.

**Signature(s) and acknowledgements:**

*The undersigned hereby acknowledge that the information contained in this application and attachments is true and correct to the best of their knowledge. Furthermore, it is understood and agreed that Windemere Township officials, including the zoning administrator, may need to enter upon the subject property during normal business hours and/or designated Zoning Administrator hours per the website, for the purpose of such tests and inspections as may be appropriate for those Township officials to process this permit application. Township officials will make reasonable efforts to coordinate these visits with the applicant(s), but may in certain circumstances need to conduct a property visit without property owner consent.*

***Signed and Dated:***

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

***Signature of Property Owner         Date***

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

***Signature of Property Owner (2nd) Date***

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

***Signature of General Contractor Date***

Septic Compliance responsibilities are contained in Attachment C.

Initial here to acknowledge septic compliance responsibilities will be honored (owner and contractor, if appropriate): \_\_\_\_ \_\_\_\_

**Attachment A: Site Plan Sketch**

**Sketch your site plan below or submit professionally drafted plan or survey document. Please note that structure blueprints are not required.**

**Site plans must include the following as measured in feet:**

1. Dimensions of the parcel
2. The proposed structure(s)
3. All existing structures
4. Distance of proposed structure(s) to the following:
5. Property lines
6. Road right-of-way
7. Existing structures
8. Sewage treatment system(s), existing and proposed
9. Water supply system
10. Lakes, rivers, streams, or any wetlands
11. Location of water supply and sewage treatment systems within 150’ of the subject parcel.
12. Location of any public or private easements including drainage, utility, road or access.

**Site Plan to Scale**

**N**

**Attachment B: Septic Compliance Worksheet**

One of the more critical purposes of the Windemere Township Ordinance is to protect the environment by ensuring that development of the land does not negatively impact water quality. One of the more impactful ways this is accomplished is to work with property owners to ensure that their septic systems are properly functioning. Therefore, verifying that septic systems are not failing and are otherwise compliant with state and local regulations is of paramount importance. Township officials are willing to work with both the property owners and Pine County to ensure all systems are and remain compliant.

**Septic Compliance (please attach any supporting documents):**

If connected to a municipal system, initial here \_\_\_\_\_\_. No further information is needed and you may skip the remaining questions on page.

If a private septic system, please answer the following questions:

If installed within the past 5 years, date of installation: \_\_\_/\_\_\_/\_\_\_\_\_. Please provide proof of installation that includes the date of installation. This can be in the form of a receipt from the installer or a permit from Pine County.

If inspected and found compliant within the past 3 years, date of inspection: \_\_\_/\_\_\_/\_\_\_\_\_. Please provide a copy of the inspection report, that includes the date it was completed.

If none of the above apply, you will need to have your septic system inspected by a licensed inspector and provide a copy of the completed inspection. A permit may be issued prior to inspection, but written proof of a scheduled inspection must be provided. If the system does not pass inspection, the permitted work can still proceed, but the property owner will need to provide proof of a plan for repair or remediation of the system.

***Signed and Dated:***

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

***Signature of Property Owner         Date***

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

***Signature of General Contractor Date***

**Attachment C: Frequently Asked Questions (FAQ’s)**

**Who is the Zoning Administrator and how and when can I contact him?**

The Windemere Township Zoning Administrator is Dennis Genereau, Jr. He can be reached by phone or email as follows: Phone (call or text): 218-576-7654; Email: [Dennis.genereau@windemeretownship.com](mailto:Dennis.genereau@windemeretownship.com). Completed permits can be mailed to Dennis at the address 91034 Island Loop, Sturgeon Lake, MN, 55783. The position is part time and does not have regular daytime office hours. However, the position does have dedicated work time on Tuesdays and Thursdays from 6:30 pm to 9:30 pm, and Saturday from 7:00 am to 1:00 pm. Appointments can be made via phone, text, or email. Appointments can be made outside these times depending on availability. The volume of work increases significantly in the spring and throughout the summer, so be sure to begin the permitting process as soon as possible.

**Where do I find the Windemere Township Ordinance?** The ordinance can be found on the Windemere Township website, [www.windemeretownship.com](http://www.windemeretownship.com). On the main page, click on the dropdown tab in the upper right corner. On the dropdown click on Zoning, then click on “2023 Windemere Township Zoning Info”. The live link Zoning Ordinance can be found halfway down the page. Click on the live link to open up the ordinance, which is a 135-page document.

**When do I need a zoning permit?**

A permit is needed for Recreational Camping Vehicles (definitions included, below) in certain situations. For any campers installed prior to the passage of the ordinance in August of 1996, a permit is not needed, but the camper’s make, model and year must be recorded with the zoning office. For those installed after the passage of the ordinance, a permit is required.

A licensed recreational camping vehicles may be located in shoreland areas without a building site permit, provided structure setback standards, Sec E, pg. 49 are met. All vehicles shall be connected to an approved sanitary sewer when running water is available on or to the site. Licensed fish houses may be temporarily located in shoreline areas without a building site permit, provided the setbacks of Sec. E, page 49 are met.

Recreational Camping Vehicles shall be limited to two (2) per lot and will be considered permanent subject to all permits; setbacks, area and sanitary sewer system requirements in either of the following cases:

* When the development of a structural addition of any square footage to the camping vehicle occurs, or when an accessory structure of any type or square footage or storage building of any type or square footage is completed on the site.
* When a camping vehicle is unlicensed (reference Page 17, #86) or can- not be shown to be operable upon highways of the State of MN.

**Definitions of a Recreational Camping Vehicle.**

Travel Trailer: Any trailer 40 feet or less in length; 8 feet or less in width, designed for recreational living quarters, not permanently affixed to the ground having current license plates and used on a seasonal basis.

Pickup Coach: a structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.

Motor Home: a portable temporary dwelling for travel, recreation and vacation use constructed as an integral part of a self-propelled vehicle.

Camping Trailer: a folding structure mounted on wheels and designed for travel, recreation and vacation use.

**How long is my permit good for?**Permits for campers will not need to be renewed unless the camper is replaced with a different make, model, or year, or the location of the camper is changed.

**What is my zoning district and why does it matter?** The Zoning districts in Windemere Township are: Residential (R2), High Density Residential (R3), Commercial (C1), Agricultural (A1), Forest Management (F1) Special Protection (F2), and Shoreland (S1). It is important to identify your property’s designation as the zoning rules are somewhat different for each district. The colored map on page 6 of the ordinance provides a rough outline of the district boundaries. In the instance where the district designation is unclear, the zoning administrator may be able to provide direction; however, in some cases a survey may be required.

**What are my structure setbacks?** Structure setbacks are the distance, as measured from the outermost point of the structure (usually the eaves) to the property line or other designated point, such as the ordinary high-water mark or road right of way. It is important to understand that knowing precisely where property line or other designated point is not always necessary, but can be in certain situations, especially in close quarters and where roads, shorelines, and bluffs are concerned. If any questions arise regarding the location of one of these landmarks, it may become necessary to have a survey completed. Setback distances vary by district, and can be found in the Zoning District Requirements section of the ordinance between pages 26 and 55.

**When do I need a septic system inspection or permit?** A zoning permit cannot be issued in Windemere Township without septic compliance inspection, or proof that the system is less than 5 years old or has passed inspection within the past 3 years. When property is being sold or transferred, a point-of-sale compliance inspection must be completed. When constructing a new onsite septic system, a permit must be obtained from Pine County prior to construction of septic system and/or new dwelling.