

**APPLICATION FOR ROYALTON TOWNSHIP SITE PERMIT**

Township permit: \_\_\_\_\_ All permits expire in twelve (12) months from date of issue Property ID: # \_\_\_\_\_

**Royalton Township - Pine County Minnesota**  
Email: [royalton@royaltontownship.com](mailto:royalton@royaltontownship.com) Website: [www.royaltontownship.com](http://www.royaltontownship.com) Phone: 320-396-2982

**Permit Fee must be paid in full before work begins**  
**All Permit Fees will be doubled if work starts before permit is issued**  
**If another dwelling exists, it must be removed within one year from date of certificate of occupancy**

Applicant: \_\_\_\_\_ Builder: \_\_\_\_\_

Landowner: \_\_\_\_\_ License # \_\_\_\_\_

Property address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**Please check all that apply:**

Will this building be used for a business/home occupation? YES \_\_\_\_\_ NO \_\_\_\_\_  
A Conditional/Interim Use permit will be needed if this building or property is ever used for a business/home occupation

**All site permit fees \_\_\_\_\_ \$100.00**

\_\_\_\_ New primary dwelling - Requires permits & inspections (complete section I)

\_\_\_\_ Dwelling or deck additions and additions to accessory buildings or structures require permits & inspections (complete section I)

\_\_\_\_ Farm/Agriculture accessory or addition to accessory building, fences, etc. (complete section II)

\_\_\_\_ Driveway with culvert (township roads only): see township culvert code of ordinances

\_\_\_\_ Sign permit: (On back page describe and show location of signage. Maximum size is 6 square feet)

Legal description of property: \_\_\_\_\_

Dimension of lot in feet: \_\_\_\_\_

All buildings must be a minimum of 108 feet from the center of the road and 30 feet from the property side and rear lines and from the base of the septic system.

Make all checks payable to "Royalton Township".  
All permit fees must be paid in full before work begins. Thank you.  
All permit fees double if work is started before permit is issued

Zoning Administrator John Kemen Phone: 763-238-3589  
MN Licensed Building Inspector, Andy Schreder Phone: 763-331-7722 (Rum River Construction Consultants)  
MN Licensed Septic Inspector, Amy Thompson Phone: 320-980-0235 (AT Septic Inspections & Design)

PRIMARY DWELLINGS, DECKS, AND ADDITIONS

These structures will require inspections

SECTION I

Purpose of addition (use): \_\_\_\_\_

Dimensions: \_\_\_\_\_

Type of construction: \_\_\_\_\_

Location from house: \_\_\_\_\_

Distance to nearest property line from:

Front: \_\_\_\_\_

Side: \_\_\_\_\_

Back: \_\_\_\_\_

Remaining side: \_\_\_\_\_

On the attached sheet, please indicate dimensions of property, & show placement of buildings, road, well, sewer, & signage.

ACCESSORY BUILDINGS

SECTION II

(Examples: Buildings and additions thereto.) Will this be used for a business/home occupation? Yes\_\_\_\_ No\_\_\_\_

Purpose of structure: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Type of construction: \_\_\_\_\_

Location from house: \_\_\_\_\_

Provide complete building material list (include list for roof, walls, exterior siding, floor):

Distance to nearest property/lot line from:

Front: \_\_\_\_\_

Side: \_\_\_\_\_

Back: \_\_\_\_\_

Remaining side: \_\_\_\_\_

On the attached sheet, please indicate dimensions of property and show placement of buildings, road, well, sewer, and signage.

**Proposed Structure must be staked out at the time this application is submitted**

Indicate below or on a separate sheet (in feet):

1. Distance of proposed structure from:
  - a. Road right-of-way,
  - b. Property lines,
  - c. Sewage treatment system (existing or proposed) (septic tank and drain field),
  - d. Water supply system (existing or proposed),
  - e. All other structures.
2. Dimension of lot.
3. Location of all easements, including drainage, utility, road or access.

**North**



I hereby certify that I have legal ownership and/or right to build on the property described herewith and verify that the information submitted is totally accurate to the best of my knowledge and is consistent with the provisions of the Royalton Township Zoning Ordinance.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Permit issued by \_\_\_\_\_

Date \_\_\_\_\_