

# Floodplain Construction Addendum



## INSTRUCTIONS

Before you apply for a Floodplain Construction Addendum, all property taxes must be current. Please complete this application in full. Incomplete or incorrect applications will be returned to the applicant. The application and required submittal documents may be submitted in person or mailed to:

Mille Lacs County Land Services Office  
635 2<sup>nd</sup> Street SE  
Milaca, MN 56353

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Are you purchasing the property on a Contract for Deed? (*circle one*) Y N

If yes, please have the Contract Holder sign here: \_\_\_\_\_

## PROPERTY INFORMATION

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

Parcel ID Number: (*e.g. 00-000-0000*) from your tax statement: \_\_\_\_\_

Is the property located within 1,000 feet of a lake or 300 feet of a river? (*circle one*) Y N

## APPLICATION SUBMITTAL REQUIREMENTS

Elevations must be provided by a Registered Land Surveyor.

- Description of project and structure type
- Site Plan
- Elevations of:
  - Top of bottom floor, next highest floor, and garage slab
  - Lowest adjacent finished grade
  - If applicable, lowest compacted fill elevation at 15 feet from building
  - Low point of road/access
- For additions, improvements, or repairs of nonconforming structures:
  - Cost of current and previous improvements and repairs
  - Estimated market value of existing structure (not land value)

Once your project is completed, please submit an “as built” prepared by the Registered Land Surveyor documenting the final floor elevations.

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## TERMS AND CONDITIONS

The information in this application and submitted materials are true and correct to the best of my knowledge. I agree that all work will comply with all applicable federal and state regulations and the Mille Lacs County Development Ordinance. I also agree to allow Mille Lacs County staff to enter the property during normal business hours to conduct tests and inspections as may be needed to process the application.

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Date Application Received: \_\_\_\_\_

Taxes Verified as Current: Y N

Zoning District: \_\_\_\_\_

Any Violations on Property: Y N

Ownership Verified: Y N

Date Staff Approved Application as Complete: \_\_\_\_\_

Setbacks

Floodplain Zone – Floodway vs. Flood Fringe

Wetlands

Ten Year Flood Elevation

Public Waters

100 Year Flood Elevation

Cost Improvement Total and Percent

Regulatory Flood Protection Elevation

Existing Structure Conformity

Reviewer Initials: \_\_\_\_\_

Notes:

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