

# Application for a Certificate for a Nonconforming Use or Structure



## INSTRUCTIONS

Before you apply for a Certificate for a Nonconforming Use or Structure, 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

- Description of nonconforming use or structure, including but not limited to:
  - When the use or structure was established
  - History of the use or structure
- If in a Shoreland District, measurements of all hard surfaces such as driveways, structures, walkways, decks, patios, etc.
- Site Plan
- Historical aerial photographs, if available
- Affidavits from witnesses as to the establishment of the use or structure

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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
- Wetlands
- Public Waters
- Impervious Surface

Date Approved: \_\_\_\_\_

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

Notes:

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