

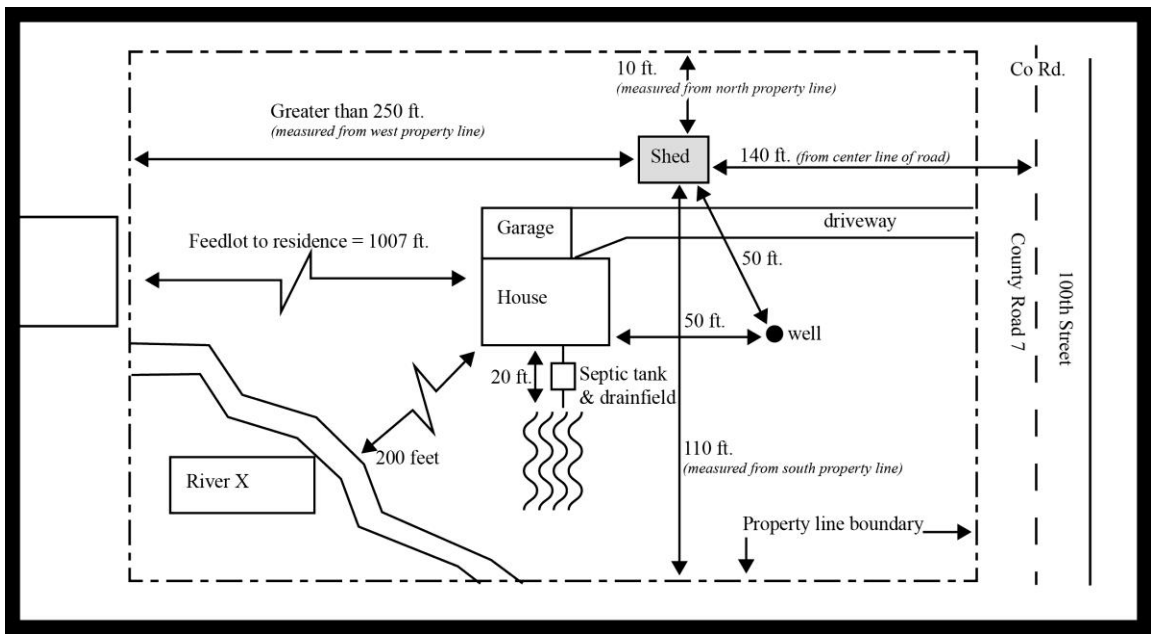
How Do I Apply for a Certificate for a Nonconforming Use or Structure?

DESCRIPTION
This describes the process to follow to apply for a Certificate for a Nonconforming Use or Structure.

APPLICATION STEPS

1. Obtain the appropriate application form and application submittal requirements, including:
 - Description of nonconforming use or structure including but not limited to:
 - o When the use or structure was established, and
 - o History of the use or structure.
 - If in Shoreland, measurements of all hard surfaces such as driveways, structures, decks, patios, etc.
 - Site Plan
 - Historical aerial photographs
 - Affidavits from employees or witnesses to the establishment of the use or structure
2. Complete the application.

As an example, below is a sample Site Plan. Your Site Plan should show the location of the nonconforming use or structure.



3. Submit the completed application and application submittal requirements in person or mail to:
Mille Lacs County Land Services Office
635 2nd Street SE
Milaca, MN 56353

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COUNTY REVIEW PROCESS

1. Staff will review the application and required documents for compliance with all applicable federal, state and local regulations within 10 business days.
 - a. The review may include a site visit.
2. Staff will inform the applicant if their application is complete or if additional information is required within 15 business days.
3. Staff will analyze the application and determine if a Certificate of Nonconforming Use or Structure can be issued.
 - a. The analysis may include consultation with the County Attorney, Public Works or other departments as necessary.
4. Staff will issue a Certificate of Nonconforming Use or Structure as appropriate.