

**CITY OF PEQUOT LAKES**  
**SSTS PERMIT APPLICATION**

**APPLICATION:**

- A. Applicant shall complete the SSTS Application and submit to the Zoning Administrator.
- B. Applicant shall attach proposed SSTS Design to completed application. Design shall be done by a licensed designer, shall be complete and shall be legible.
- C. All applications must be submitted **14 days prior** to the proposed installation date, unless an ITPH.
- D. The SSTS fees shall be paid by the applicant at the time of application.

**REVIEW:**

- A. The Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments.
- B. Applicant will be notified when additional information is needed.

**ACTION:**

In order to obtain an SSTS permit, the following must happen:

- A. The Zoning Administrator must review and approve the completed application.
- B. The Zoning Administrator must ensure that the proposed improvements meet the requirements of the Ordinance.
- C. The Zoning Office must ensure that the permit and inspection fees have been collected.

Note 1: The City Fee Schedule is based on the average processing and review costs for land use applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. **Applicants will be charged an Inspection Fee for each on-site inspection visit.** The City may withhold final action on a land use application and/or hold the release of a construction permit until all fees are paid.

Note 2: The City strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. Close coordination with the City during the project design phase and submittals that are complete and accurate will help applicants avoid delays.

Note 3: All SSTS installations must be inspected by a City appointed Inspector. There shall be no exceptions. SSTS's that are not inspected shall be considered illegal and in violation of the City Code, subject to enforcement action under the City Code. **Per City policy, installers need to notify City 24 hours in advance of inspection.**

|                       |
|-----------------------|
| APP # _____           |
| Date: _____           |
| (for office use only) |

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**SSTS PERMIT APPLICATION**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Applicant is:

Title Holder of Property:

Legal Owner            ()

Contract Buyer        ()

Option Holder         ()

Agent                    ()

Other \_\_\_\_\_

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Address)

Signature of Owner, authorizing application: \_\_\_\_\_

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): \_\_\_\_\_

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Parcel ID No. \_\_\_\_\_

Proposed Installation Date \_\_\_\_\_

Location of Property \_\_\_\_\_

Checklist:   \_\_\_ Completed Application   \_\_\_ Design   \_\_\_ Fee   \_\_\_ Installation Date

**CONTACT INFORMATION:**  
Zoning Administrator, Dawn Bittner  
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Pequot Lakes, MN 56472  
218-568-6699  
Fax: 218-568-5860  
Email: dbittner@pequotlakes-mn.gov

Approved by the Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_