

Land Use Permit Requirements.

A permit is required to erect, alter, or move any structure built or moved onto a property in Kandiyohi County*. Permitting procedures are relatively similar for all projects. For information on how to obtain a permit see the Procedure for Obtaining Land Use Permits below. Prior to issuing any permit in a shorelands zone, exclusive of a deck and a yard shed 120 square feet and smaller, or a permit for a bedroom addition in any other zone, Kandiyohi County Planning and Zoning requires that septic systems over five years old be inspected or have had a compliance inspection within the last three years. Please contact our office to determine if your project requires a permit.

- * As of October 15, 2013 permitting for all properties located within St. John's Township is done through the township office.
- * If you are within two miles of the city limits of New London, you will also need to meet the permitting and building code requirements of the City of New London.
- * If you are in New London Township and moving in a structure you will also need to meet the permitting requirements of the Township.
- * If you are located within the Middle Fork Crow River Watershed District a permit may be required for stormwater, erosion control, and/or drainage. Please contact them at www.mfcrow.org or 320-796-0888.

Procedure for Obtaining Land Use Permits.

- Discuss all aspects of the project with the Department of Environmental Services staff. Having the tax parcel number of the property will assist the department in review of your project.
- Staff will determine how the property you wish to develop is zoned and what processes, procedures and standards apply to your project. Information to be reviewed may include but not limited to the following: zoning, septic, wetlands, shoreland, floodplain, lot size requirements, feedlots, and subdivision procedures.
- Staff will provide you with the necessary application packet for your project/development.
- Staff will review completed applications and determine if the application can be approved, or denied, or if additional information is necessary.

Note:

- **Your tax classification is NOT your zoning district classification.**
- **A separate tax parcel number does not mean it is a separate lot for development purposes.**

Completed applications can be delivered in person, or mailed to the Planning and Zoning office located at 400 SW Benson Ave. Willmar, MN 56201, or emailed to kristi.caspers@kcmn.us.

This document is intended to assist our customers in answering frequent questions about permit requirements in Kandiyohi County. Please note that this guide is only a summary and not intended as a legal authority on specific permit requirements.