

# Land Alteration Permit Application

Clay County Planning & Zoning  
3510 12<sup>th</sup> Avenue South, PO Box 280  
Moorhead, MN 56561-0280  
Tel (218) 299-5005  
[planning@claycountymn.gov](mailto:planning@claycountymn.gov)

Application Fee: \$50.00

**After-the-Fact Permit: 3X the fee (\$50 x 3 = \$150)**

<b>Owner</b>	_____	Parcel # _____
Mailing Address	_____	Permit # _____
City	_____	Date Submitted _____
State, Zip	_____	60 Days _____
Day Phone	_____	Fee \$ _____
Cell Phone	_____	
Email	_____	
Property Address	_____	
Subdivision	_____	Twp _____ Rng _____ Section _____

<b>Applicant</b>	<input type="checkbox"/> Applicant Same as Owner	
Name	_____	
Address 1	_____	
Address 2	_____	
City	_____	
State, Zip	_____	
Day Phone	_____	Email _____

- 1) **Project Type:** ( ) Vegetation Removal, ( ) Fill Only, ( ) Grading Only, ( ) Both Grading and Fill
- 2) **Water Resource Data:** Project is Adjacent to: ( ) Lake, ( ) Stream, ( ) Ditch \_\_\_\_\_(name)  
 Present Water Level: \_\_\_\_\_ Ordinary High Water (OHW) Level \_\_\_\_\_  
 Highest Known Water Level: \_\_\_\_\_ 100-Year Flood Level \_\_\_\_\_  
 Datum of Elevation: ( ) Sea Level, ( ) Assumed. **NOTE: Any fill below OHW may require DNR permit.**
- 3) **Flood Plain Data:** Is the site in the Flood Plain? \_\_\_\_\_ IF YES, fill in the remainder of this section.  
 Is the site in the Floodway? \_\_\_\_\_ Is the site in the General Flood Plain District? \_\_\_\_\_  
**NOTE:** A site in the floodway or General Flood Plain District indicates that a problem may exist. A Conditional Use Permit and an Engineering Study will be required in order to determine the impacts on flood elevation and velocity.
- 4) **Project Purpose:** ( ) Clear Land, ( ) Road or Driveway, ( ) Fill in Wetland, ( ) Elevate Building Site,  
 ( ) Improve Lawn, ( ) Improve Commercial / Industrial Site, ( ) Other \_\_\_\_\_
- 5) **Project Scope:** Area of Disturbed Ground in acres or sq feet: \_\_\_\_\_ Volume of Fill in cy: \_\_\_\_\_ Closest  
 Distance to OHW in feet: \_\_\_\_\_ Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_
- 6) **Site Characteristics:** Project Soil Type: ( ) Sand, ( ) Gravel, ( ) Clay, ( ) Loam  
 Fill Type: ( ) Sand, ( ) Gravel, ( ) Clay, ( ) Loam, ( ) Black Dirt, ( ) Demo Material, ( ) Other \_\_\_\_\_  
 Average Slope of Area: \_\_\_\_\_ (feet of rise for each 10 feet of horizontal distance)  
 Proposed Erosion Control: ( ) Sod, ( ) Stake-Sod, ( ) Seed Only, ( ) Seed and Mulch, ( ) Mulch Only,  
 ( ) No Control, ( ) Other \_\_\_\_\_

\* Indicate on an attached Sketch Plan the location of the land alteration on the site.

To the best of my knowledge, I certify that the information provided on this application and accompanying documents is true and accurate.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

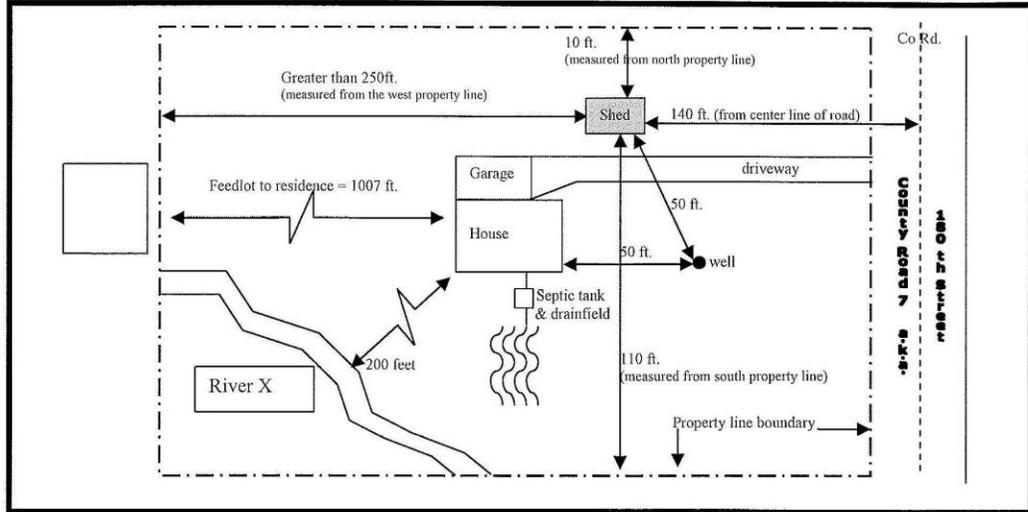
**Township Office Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Planning Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

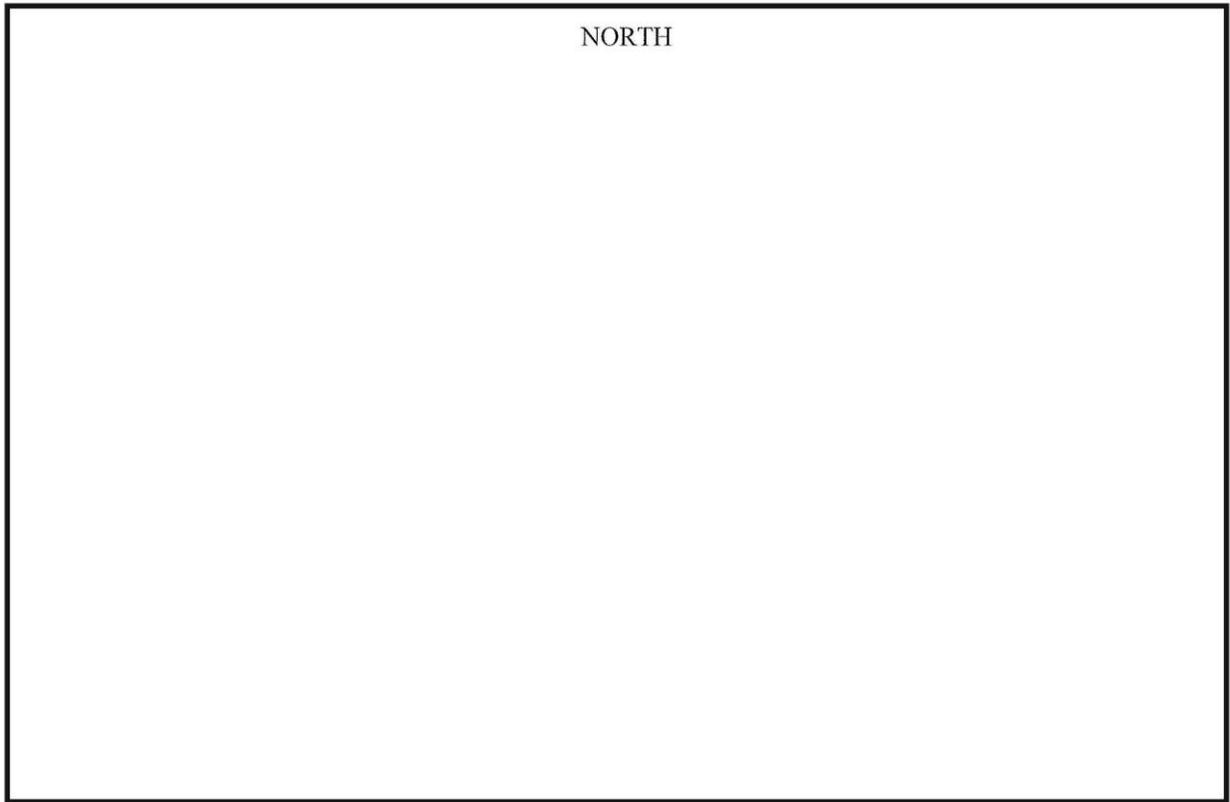
Name: \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_

SITE DRAWING EXAMPLE – new construction: **shed**



SITE DRAWING



- Yes  No Is this site located within 1,000 feet of a water body such as a **lake** or **wetland**?
- Yes  No Is this site located within 300 feet of a **river, stream** or **drainage ditch**?

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_