



**Greater Bemidji Area  
Joint Planning Board**

**Application for Type II Home Occupation Permit**

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

A fee of \$ \_\_\_\_\_ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

<b>OFFICE USE ONLY</b>	
Complete Application Rec'd	_____
Payment Rec'd	_____
Field Checked	_____
Zoning District	_____
Date Permitted	_____
Permit Number	_____
Comments	_____

**APPLICANT DATA**

NAME OF APPLICANT:	_____	EMAIL:	_____
MAILING ADDRESS:	_____	PARCEL:	_____
PHONE NUMBER: WORK	_____	HOME	_____
NAME OF BUSINESS:	_____		

**OFFICE USE ONLY**

Property Dimensions: Width \_\_\_\_\_ ft    Depth \_\_\_\_\_ ft    Total area \_\_\_\_\_ sq ft/acres

Is there one acre of contiguous land on the property?  Yes  No

Have there been any Variances/Use Permits granted on this property?  Yes  No  Don't Know  Attach copies

Is property within 1000 feet of a public water?  Yes  No    Is property in an airport zone?  Yes  No

Does your property contain low areas, wetlands, or areas with standing water?  Yes  No    If Yes, do you intend to drain, fill or otherwise alter this area for any reason?

Explain \_\_\_\_\_  
\_\_\_\_\_

Septic Data: Year Installed: \_\_\_\_\_ Last Compliance Inspection: \_\_\_\_\_

Pass Compliance     Fail Compliance     Notarized Stipulation     Other \_\_\_\_\_

Municipal Services: Water  Yes  No    Sewer:  Yes  No    If no, is hook up possible?  Yes  No

**PROPOSAL**

Describe the proposed use of your property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the existing use of your property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any other Conditional Use Permits or Variance on this property? (explain w/dates & provide copies) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will your proposal generate an increased amount of traffic?  Yes  No (if yes explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many people will occupy your premises on an average day? \_\_\_\_\_ Employees \_\_\_\_\_ Customers \_\_\_\_\_ Residents

Does your proposal include increased water usage?  Yes  No How many gallons per day? \_\_\_\_\_

Does your proposal include signs?  Yes  No Describe \_\_\_\_\_  
\_\_\_\_\_

Will your proposal generate additional waste?  Yes  No Describe your disposal method \_\_\_\_\_  
\_\_\_\_\_

Does your proposal include additional lighting that can be seen from roads or adjacent properties?  Yes  No  
Explain \_\_\_\_\_

Does your proposal require additional parking from that which exists now?  Yes  No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your proposal include anything that may be a nuisance or otherwise be considered incompatible with your  
neighbors?  Yes  No Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any reasons, not addressed above, that would help to determine if your proposal should be granted?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Use additional sheets if necessary)**

**ALL APPLICANTS MUST SIGN BELOW**

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the Greater Bemidji Area Zoning and Subdivision Regulations. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Greater Bemidji Area Joint Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant: \_\_\_\_\_

Applicant \_\_\_\_\_

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

**OFFICE USE ONLY**

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Complete Application  Yes  No

**COMPLETED FORMS CAN BE SUBMITTED AT CITY HALL, 317 4<sup>TH</sup> STREET NW, LOWER LEVEL**



**TYPE II HOME OCCUPATION APPLICATION CHECKLIST**

**1. \_\_\_ Complete application including:**

- a. Proof of ownership/standing
- b. Complete legal description from title/deed
- c. Application fee
- d. Application filled out in complete detail
- e. Current ISTS Compliance Inspection (in un-sewered areas only)

**2. \_\_\_ Complete site plan including:**

- a. Adjacent streets labeled and drawn on site plan
- b. Existing structure(s) & their proposed use
- c. Floor Plan showing business occupation space
- d. Driveway/access shown & road authority approval attached if needed
- e. Existing & proposed septic systems & wells (set backs shown)

**3. \_\_\_ Complete sign permit application (if applicable) including:**

- a. Sign drawing with dimensions & overall sign height
- b. Sign placement shown on site plan with set backs identified
- c. Application fee