

# **Construction Request Form**

## **Cass &/or Morrison Counties**

### **I. Instructions for completing Minnesota Power's Construction Request Form**

- A. Complete items A – D on page 2. Include both your home and work telephone numbers. Incomplete or inaccurate information will result in the form being returned to you. It is very important that the cabin and accessory building setbacks and dimensions be recorded accurately.
- B. On the grid page (page 3), include an accurate drawing showing any existing structures and the proposed construction in relation to the lease lot boundaries, roads, driveways, wells, septic system and the distance from the seasonal high water mark of the reservoir, lake or river.
- C. All request forms must include at least one recent photograph of any existing structures.

### **II. The Process**

- A. Mail your completed Construction Request Form to Minnesota Power ShoreLand Traditions™, 30 W. Superior St., Duluth, MN 55802.
- B. All requests will be reviewed by the Land and Real Estate Staff. A field inspection and an archaeological review of the building site is customary in our review process. If you receive preliminary approval for construction, please follow the steps below. If your request is not approved, you will be informed of the reasons.
- C. Preliminary approval authorizes you to apply for a Building Permit. You should contact the proper zoning authority. If your building plans involve the construction of a well or septic system, you must obtain the appropriate health permits first.
- D. After you have received building permission from the County or Township, they will send the original permits to Minnesota Power along with the signed Construction Request Form.
- E. Final construction authorization will then be granted, and the fully executed Construction Request Form along with all necessary permits will be sent to you.

**If you have any questions, please call our ShoreLand Traditions™ Office at (218) 723-3981 or 1-888-526-3648**

**Thank You.**

**REQUEST FOR CONSTRUCTION ON  
MINNESOTA POWER LEASED PROPERTY**

Name: \_\_\_\_\_ Phone: Home: \_\_\_\_\_

Address: \_\_\_\_\_ Work : \_\_\_\_\_

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

Legal Description: \_\_\_\_\_

**Cass County, Minnesota.** (This can be found on the front page of your lease.)

A. Is this Proposed construction intended for year-round occupancy? Yes or No (Circle One)  
If **YES**, please indicate approximate date you intend to occupy the premises year-round. Date: \_\_\_\_\_

B. New Construction Setback from High Water Mark - **In Feet** Structure: \_\_\_\_\_

C. If applicable, outside dimensions of New Building - **In Square Feet** Structure: \_\_\_\_\_

D. Detailed Explanation of Construction Plans:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Requested by: Signature: \_\_\_\_\_

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

Date

2. Preliminary Approval to Seek Local Zoning Authorization: \_\_\_\_\_

Minnesota Power Date

3. Approved by: \_\_\_\_\_

County, Township, MNDNR or other Agency Date

Expires: \_\_\_\_\_

4. Final Construction Approval: \_\_\_\_\_

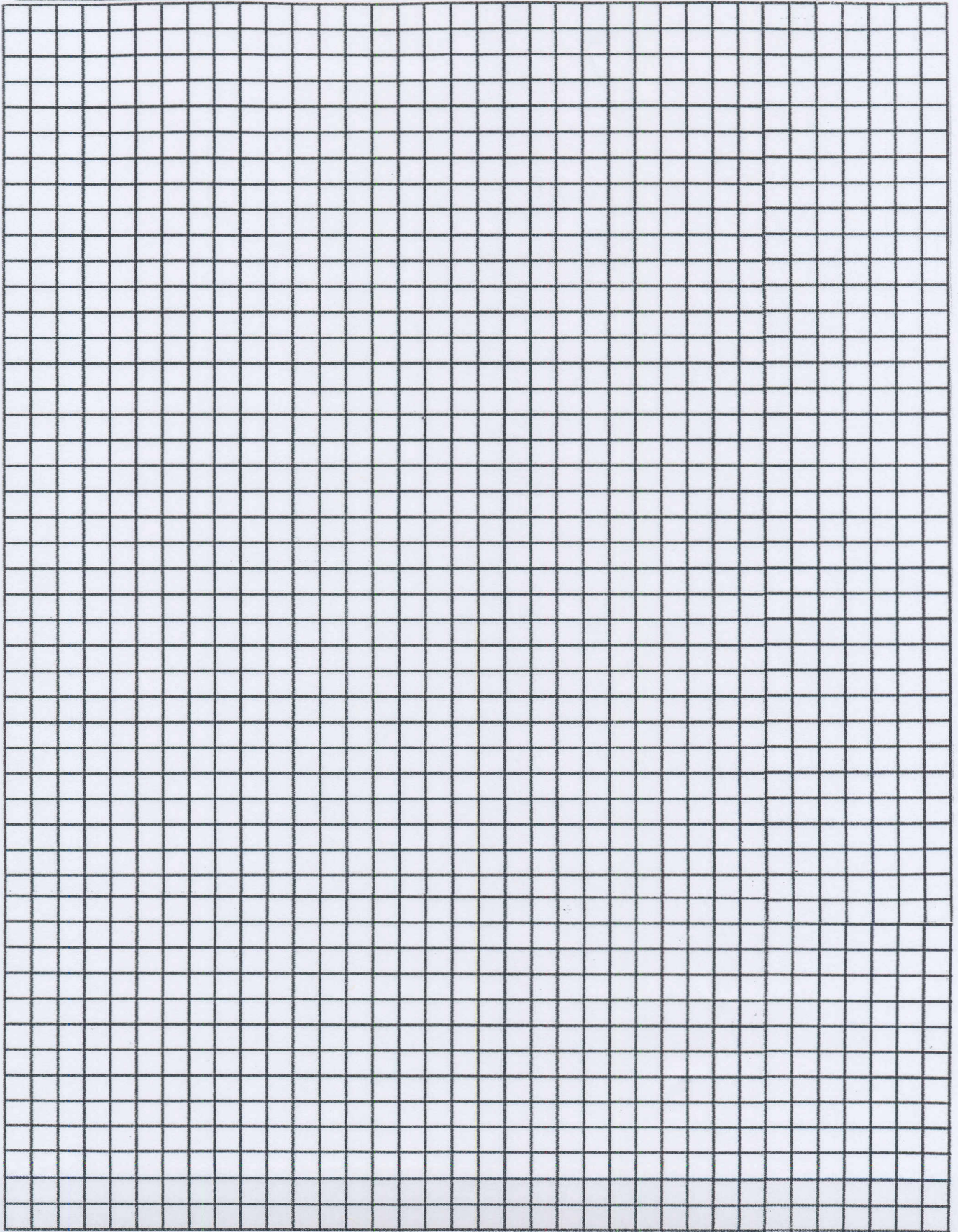
Minnesota Power Date

-----OFFICE USE ONLY-----

MP Lot No.  
Account No.

County Parcel No.  
Township :  
Map Number:

Sketch It Out:



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

Scale: \_\_\_\_\_ in. = \_\_\_\_\_ ft.