

# **Construction Request Form**

## **St. Louis County**

### **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 if applicable, 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 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 are customary in our review process. If you receive preliminary approval for construction, please follow the steps outlined 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 or evidence of such permits to Minnesota Power along with the signed Construction Request Form.
- E. Final construction authorization will then be granted, and a copy of the form together with all necessary permits will be returned to you.
- F. You should note that completion of this form and your proposed construction request are both governed by the terms of your Lease.

**If you have questions, feel free to call our ShoreLand Traditions™ Office at 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: \_\_\_\_\_

**St. Louis 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. 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. Parcel Code No.  
Account No. Township:  
Map Number:

