



CERTIFICATE OF COMPLIANCE APPLICATION
RESIDENTIAL

PUBLIC WORKS DEPARTMENT

Survey & Land Management Division

14949 62nd Street North, P.O. Box 6

Stillwater, Minnesota 55082-0006

PHONE (651) 430-6656 FAX (651) 430-6888

FEE: \$75.00

Rec #: _____

Permit #: _____

Please make checks payable to **WASHINGTON COUNTY**

Ck #: _____

Legal Description and Parcel Identification Number					
Project Address					
Owner	Address	City	State	Zip	Phone
Applicant (if different than owner)	Address	City	State	Zip	Phone
Description of Request					
<p>In connection with your request for a Certificate of Compliance, your signature constitutes permission for a representative of the Washington County Public Works Department to enter upon your property, during normal business hours, for the purpose of evaluating your request. This may involve minor excavation and soil borings. If you wish to be present during such inspection, please contact this office.</p>					
Signature of Owner				Date	
Signature of Applicant (if different than owner)				Date	



CERTIFICATE OF COMPLIANCE APPLICATION CHECKLIST

The County must receive the following information to process your application. Your application will not be processed until all of these items are received. During the review of your application by staff, additional information may be requested. For further information regarding the certificate of compliance process, please refer to Chapter 1, Section 10 of the Washington County Development Code.

_____ **Fee**

_____ **Application Form**

_____ **Site Plan, Drawn to Scale, with the Following Information:**

Location of property lines and their dimensions

Location of buildings and their dimensions and square footages

Location of curb cuts

Location of driveways

Location of access roads

Location of parking spaces

Location of off-street loading areas

Location of sidewalks

Location of well

Location of on-site sewer system

Location of natural features:

(river, lake, wetland, slopes, bluff, vegetation, streams, etc.)

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**Excerpt from Washington County Development Code
Chapter One - Administration**

SECTION 10. CERTIFICATES OF COMPLIANCE

The Zoning Administrator shall issue a certificate of compliance in any district for a proposed use listed in Chapter Two, Part 1, if the proposed use will not be contrary to the provisions of this Development Code. The certificate shall be granted for a particular use and not for a particular person or firm.

10.1 Application.

Whenever this Development Code requires a certificate of compliance, a written application shall be filed with the Zoning Administrator. The application shall be accompanied by development plans of the proposed use showing such information as may be reasonably required by the Zoning Administrator. These plans shall contain adequate information upon which the Zoning Administrator can determine the proposed development will meet all development standards if the project proceeds in accordance with such plans.

10.2 Compliance.

The use shall conform to the regulations specified in this Development Code.

10.3 Issuance and Conditions.

If the Zoning Administrator determines that the use is in compliance with the condition contained in this Development Code then the Zoning Administrator shall issue the certificate. Conditions required by this Development Code shall be applied to the issuance of the certificate of compliance and a periodic review of the certificate and proposed use may be required.

10.4 Record of Certificates of Compliance.

- (1) A certified copy of any Certificate of Compliance shall be filed with the County Recorder or Registrar of Titles.
- (2) The Zoning Administrator shall maintain a record of all certificates of compliance issued including information on the use, location and conditions imposed as part of the permit such as time limits, review dates and such other information as may be appropriate.

10.5 Appeals to Denial of Certificates of Compliance.

If the request for a certificate of compliance is denied, if conditions are imposed, or if revoked, the applicant may appeal the decision to the Board of Adjustment and Appeals. The procedures to be followed in this case shall be the same as those followed for an appeal of any administrative decision made by the Zoning Administrator.

10.6 Expiration of Certificates of Compliance.

A Certificate of compliance shall expire and be considered null and void one (1) year after it has been issued if the use has not been established.

10.7 Revocation.

A violation of any condition set forth in a certificate of compliance shall be a violation of this Development Code and failure to correct said violation within thirty (30) days of written notice from the Zoning Administrator shall terminate the certificate of compliance. The hearing procedure for said revocation shall be the same procedure as that set forth under Section 9.7 of this Chapter.

10.8 Existing Uses.

All uses existing at the time of adoption of this Development Code that now require a certificate of compliance may continue in the same manner of operation as the use did upon the effective date of this Development Code. The Zoning Administrator may require a certificate of compliance for the use. Any enlargement, structural alteration or intensification of use shall require a certificate of compliance as provided for above. The Zoning Administrator may impose additional, reasonable conditions for the continuation of such use in accordance with the regulations as set forth in the Development Code.