



White Bear Lake Community Development Department  
 White Bear Area Department of Inspections  
 4701 Highway 61, White Bear Lake, MN 55110  
 Zoning 651-429-8561/Inspections 651-429-8518/Fax 651-429-8503  
[www.whitebearlake.org](http://www.whitebearlake.org)

**Mahtomedi  
 Zoning Permit  
 Application**

Email Permits or Questions: [buildingdepartment@whitebearlake.org](mailto:buildingdepartment@whitebearlake.org)

**Mahtomedi Site Information**

	Date:
<b>Site Address:</b>	Suite/Unit #:
	Property ID#:

**Property Owner**

Name:	Phone:
Address:	City:
Email:	State: Zip:

**Contractor**

Name/Company:	Phone:
Contact Name:	
Address:	City:
Email:	State: Zip:

- REQUIREMENTS:** \*Two copies of a site plan must be submitted with zoning permit applications.  
 \*Property pin exposure is required to verify setback (*unless an exception is granted*).  
 \*Please refer to guidelines for zoning details and setback requirements.

**Driveway (replace existing or change in size/location) (\$50)**

<input type="checkbox"/> New	<input type="checkbox"/> Replacement of Existing	Driveway Details:
<p>Driveway site plan must include lot lines &amp; dimensions, location of principle structure &amp; garage, location of proposed driveway, dimensions of driveway and distance to property line(s), type of driveway (concrete, blacktop, etc.), and any additional information which may be required. See Driveway Guidelines.</p>		

**Shed (under 200 sq. ft.) (\$50)**

<input type="checkbox"/> New	<input type="checkbox"/> Replacement of Existing	Shed Details:
<p>Shed site plan must include lot lines &amp; dimensions, the locations and ground coverage area (size) of all existing structures and the location and ground coverage area (size) of the proposed structure. Indicate setbacks from property lines, building height and any additional information which may be required. See Shed Guidelines.</p>		

**Fence (4 ft. and taller) (\$50)**

<input type="checkbox"/> New	<input type="checkbox"/> Replacement of Existing	Fence Details:
<p>Fence site plan must include lot lines &amp; dimensions, location and dimensions of principle structure and any other relevant structure(s), location and dimensions of proposed fence, fence detail (height &amp; type of fence), and any additional information that may be required. See Fence Guidelines.</p>		

**COMPLETE ON BACK**

**Deck (detached and under 30") (\$50)**

New     Replacement of Existing    Deck Details:

Deck site plan must include lot lines & dimensions, the locations and ground coverage area (size) of all existing structures, location & dimensions of proposed deck, distance from deck to property lines, distance to any existing structure(s), and any additional information which may be required. See Detached Decks Under 30" Guidelines.

**Grading / Filling / Excavation 10-100 Cubic Yards (\$150)**

Grading/Filling/Excavation Details:

This permit shall be null and void if authorized work is not started within 180 days or if work is suspended or abandoned for 180 days or more after work is started. The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of White Bear Lake to take the action herein request, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of White Bear Lake and the State of Minnesota.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Office Use Only – Required Inspections**

- |  |  |
|--|--|
| <input type="checkbox"/> Deck Setback Verification               | <input type="checkbox"/> Fence Footings              |
| <input type="checkbox"/> Diamond Piers – Inspection Not Required | <input type="checkbox"/> Final Inspection            |
| <input type="checkbox"/> Driveway Setback Verification           | <input type="checkbox"/> Setback Verification WAIVED |
| <input type="checkbox"/> Erosion Control                         | <input type="checkbox"/> Shed Setback Verification   |

\_\_\_\_\_  
Permit Approved By:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Comments:

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Zoning Approved By:

\_\_\_\_\_  
Date

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Comments:

\_\_\_\_\_  
Engineering Approved By:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Comments:

**Notes/Tips:**

- Please review applicable guidelines for specific details and residential setback requirements.
- Property pin exposure will be required to verify property lines on zoning permits, *unless an exception is granted by Building staff* – see the “How to Find Your Pins” guidelines for tips on finding your property pins.
- Site plans/overhead of property can be located at the Washington County GIS website. You may also contact the Building Department to check the property address file for survey or provide assistance with printing an overhead from the county to use for your site plan. See the Site Plan example.
- For additional setback or zoning questions – contact the Planning Department at 763-287-8316.