



Site Inspection Request Form

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890

https://www.co.hubbard.mn.us/environmental_services

Application Fee (non-refundable): site inspection..... \$165

Make checks payable to "Hubbard County".

FAQs

What does a site inspection include?

Environmental Services Department (ESD) staff will conduct an onsite visit of a property to do such things as: determine an existing structure's setback distance from the ordinary high water mark (OHW), place flags at a specified setback distance from the OHW, determine whether a bluff or steep hill is present on the property and identify the setback distance from such, identify soil types in a specific location, measure three feet of vertical separation from the water table, and locate and flag the OHW location. Many times ESD staff will create a site sketch and/or take pictures of the area in question to place in the property's file for future reference.

*Requests for multiple measurements/determinations on a specific property may result in additional fees being required.

Will ESD staff mark the OHW or structure setback across my entire property?

No. Site inspections are offered to help home owners/contractors determine measurement for a specific location. If you would like the entire property evaluated or would like a more complex measurement, you should contact a private surveying company.

May I or an agent be present when the site inspection is conducted?

Yes. In most cases, site inspections are conducted when staff is in the area and can often be scheduled with very short notice. However, if you wish to be present on the property when the measurements are conducted, this can be arranged. It just may extend the wait time before a technician can visit the property.

Once my site inspection request is submitted, how long until ESD staff visits the property?

ESD staff try to get to the property as soon as possible. The site inspections usually occur within twelve business days of receipt of the inspection request. Inspection requests are processed on a first come, first served basis. Response times vary depending on department workload and staffing levels.

Can I request a copy of the site inspection sketch generated/photos taken on the property?

Yes. Any sketch generated or photos taken on the property will be placed in your property's file at the ESD which are accessible online through the parcel map and Env. Services Records Viewer GIS apps. Copies of these items can also be requested by submitting a Data Request Form.

Instructions

1. Include payment for the request fee. Make checks payable to "Hubbard County."
2. Accurate tax parcel ID #s must be given for the property on which the site visit is sought. (Parcel IDs are shown on your tax statement. They are also accessible on the online tax parcel map found on the County website: www.co.hubbard.mn.us.)
3. A project area sketch must be submitted and show the specific location(s) where you would like our staff to measure/inspect. Please show the location to the best of your ability using locatable structures/distances. Any project area that does not already exist must be flagged/marked before this form is submitted.
4. If you would like to be present during the site inspection or would like to be notified once the inspection is complete, please complete the respective portions of the form.



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Notice to Applicant(s)

The County Environmental Services Department (ESD) will never ask applicants for fees to be paid beyond those listed in the County Board-approved fee schedule (available on County website and at ESD counter). Any unpaid application fee(s) are addressed by ESD staff notifying an applicant of such by sending a letter through US Mail or an email from an address with this format ([first name.last name@co.hubbard.mn.us](mailto:first.name.last.name@co.hubbard.mn.us)), or calling by phone. The ESD will never instruct an applicant to submit payment of a fee by wire transfer or digital currency, or take payment information over the phone. Payment of fees is only accepted and able to be made by cash in-person, check, or credit card (cc) in-person at a secure point of sale terminal or online via the secure cc payment portal accessible solely through the County website. Applicants are encouraged to reach out to the ESD with any questions about fees or communications received claiming to be from the ESD.



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This form must be legibly completed in INK.

Applicant name(s): _____ Date: _____

Owner name(s) (if different from applicant): _____

Mailing address: _____

E911 property address: _____

Phone: _____ Alt. phone: _____ Email: _____

Tax parcel number(s): _____

Legal description: _____

Sect: ___ Twp: ___ Rng: ___ Lake/river name: _____

Description of request: (what you would like measured/inspected and any special instructions)

Type of Request: existing structure setback measurement bluff/steep slope determination/measurement
flag/mark a specific setback OHW location soil verification other (specify above)

Project Purpose: addition to existing structure shoreland alteration new construction vegetation removal
complicated septic system other (specify above)

Proposed Project Start Date: _____

Yes No **I want to be present during the site inspection.**

If "yes", please state the best way to reach you (e.g. phone, email): _____

Yes No **I want to be notified once the site inspection is completed.**

If "yes", please state the best way to notify you (e.g. phone, email, postal mail): _____

Applicant Statement

I have read and fully understand the above instructions. I hereby make application for a site inspection, agreeing to do all such proposed and related work in accordance with all Hubbard County Ordinances. In making this application, I hereby affirm that I am the fee title owner of the above-described property or the authorized agent thereof, and I agree to this application and warrant and assert that I am authorized by ownership and/or law to request the site inspection in question. By signing this application, I hereby certify that the information contained in this application is a true, accurate and complete representation of facts and conditions concerning the requested site inspection. I hereby state and affirm that any and all applications, sketches, surveys, and all other attachments and documents submitted herewith are true and accurate. I understand that if any of the information provided by me in this application is later found or determined by the County to be inaccurate, the County may revoke any accompanying permit(s) and/or other application(s) based upon the supplying of inaccurate information. I understand and agree that in making application for a site inspection, I am granting permission to Hubbard County, at reasonable times and in a reasonable manner, to enter the land and premises that are the subject of this application to determine compliance of that requested item(s) with any applicable county, state, or federal laws, statutes, or ordinances. I certify and agree that I will comply with any and all conditions imposed in connection with the approval of any accompanying permit(s) and/or other application(s). I understand that I may be required to submit additional property descriptions, property surveys, site plans, building plans, or other information as deemed necessary by the County for proper consideration of the request before the application is deemed complete or acted upon.

Signature of applicant(s): _____

Project Area Sketch

(Sketch out the area on the property where you would like the measurement/inspection conducted)

The form consists of a large rectangular area enclosed by a black border. Along the top and bottom edges, there are 14 vertical tick marks spaced evenly. In the top right corner, there is a compass rose icon with a blue and yellow design and a black 'N' above it, indicating North. The interior of the box is completely blank, intended for a hand-drawn sketch of a project area on a property.

Click the "Submit Form" button to the left to submit the application and a new e-mail message will open with the completed application attached. Please attach any other necessary paperwork to this e-mail before submitting.

Click the "Reset Form" button to the left to clear all information from the form.