

May 6, 2020

Issuance of Zoning Permits during the COVID-19 Outbreak

The purpose of this communication is to explain how Nicollet County Property Services (NCPS) will issue permits during the COVID-19 outbreak. NCPS is committed to the health, safety, and welfare of the public, contractors, and staff. NCPS is also committed to continuing to provide the community with the essential services delivered by NCPS. In order to minimize opportunities for spread of the virus during the COVID-19 outbreak, staff are authorized to be situationally flexible, limiting inspections to only those absolutely necessary and, when possible and practical, using photographs, video, virtual meetings, and other methods to observe and document proposed activity is compliant with ordinance requirements.

The following protocol must be adhered to by the construction industry, homeowners, and business owners to obtain a zoning permit:

- A. Determine the location and the applicable setbacks. Staff will verify the parcel zoning and provide the applicant with a copy of the zoning permit fact sheet. The document identifies the setbacks from a proposed structure to a feature such as property lines, a septic system, a feedlot, a wetland, etc., based on the district.
- B. If applicable, determine the setbacks from the septic system to the proposed structure. The septic system setbacks are also included on the zoning permit fact sheet.
- C. If the required Nicollet County Zoning Ordinance setbacks and standards are in compliance, proceed to step 4. If not proposed in compliance, additional discussion with staff must occur.
- D. Mail or email a site plan with a description of the proposed structure to 501 S Minnesota Avenue, St Peter, MN, 56082 or submit to niccopermitapps@co.nicollet.mn.us. The description must include the following:
 - a. Property Owner/Name of applicant
 - b. Description of the permit activity
 - c. Square footage of structure/addition
 - d. Cost/value of the structure/addition
 - e. Estimated completion date
 - f. Description of the request
 - g. Distances from applicable setbacks and standards
 - h. Contractor information – license number and contact information

Additional information may be required based on the type of permit request. To assist with the creation of a site plan, aerials can be viewed on the following website: <https://beacon.schneidercorp.com/>.

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Vision Statement

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Core Values

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- 1) Select the state
 - 2) Select the county
 - 3) Property search with PIN (##.###.####) or view the map to zoom into a parcel.
- E. Staff will prepare the zoning permit and mail/email the document for signature, provided all of the applicable information has been provided. Payment must be received prior to the mailing/emailing of the permit. Payment may occur by check, cash, or credit card (requires a convenience fee). Checks can be made out to Nicollet County Property Services.
- F. After staff receives the signed permit, a complete zoning permit packet will be mailed to the applicant for their records.

Applications for conditional use permits and variances will be processed in a similar fashion as stated above.

Nicollet County is committed, above all, to the health and safety of the community. The COVID-19 outbreak presents challenges to all of us as we work to build a safe community. Working together, we can keep construction projects moving forward, while doing our best to reduce risks of the spread of the virus.

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