

Zoning Request Application Instructions and Information

Notice: Most of the licensed contractors in Rolette County have received copies of the county requirements, ordinances, policies and compliance criteria. If you use a contractor outside the county or if you plan to do the project yourself; copies of these requirements are available from the building inspectors listed below or the county auditor's office.

Warning: No building permits will be approved without submission of all required and applicable certifications. Certifications should be attached to the application and submitted to the county auditor's office, along with the application fee. (Not to exceed \$100 for building permits; Amendments, Conditional Use Permits and Variances \$200) **Owners: Any and all work, including associated costs, completed prior to county approval of this application are at risk of removal at owners expense!**

Name and telephone number of the county building inspectors are as follows:

- Rodney Armentrout – 228-2003
- Nathan Casavant – 246-3542
- Cleo Charlebois – 477-5403
- Bob Leonard – 477-3941

Name and telephone number of county public health officers are:

- Candace Carlson – 662-7039
- Barb Frydenlund – 477- 5646

Name of 911 Coordinators:

- Curt Bonn – 477-0911
- Mike Stewart – 477-0911

Rolette County

Zoning Request Application

Date _____	Telephone: (H) _____
Applicant Name _____	(C) _____
Address _____	

Type of Request	_____ Building Permit	_____ Amendment
	_____ Permitted Use	_____ Text
	_____ Conditional Use	_____ Map
	_____ Variance	

Description of Request _____	
Reason for Request _____	
Legal Property Owner _____	
Parcel# _____	
Legal Description of Property _____	
Existing Use of Property _____	
Lot Size _____	Setbacks _____
Lot Width _____	Sideyard _____
Estimated Cost of Construction _____	
A sketch showing all proposed structures and their location on the lot must be attached.	

Applicant Signature

Date

Other Required Certifications: (Copy must be attached) (Use NA if not applicable)
_____ Onsite Water/Sewer Approval (Public Health)
_____ 911 Addressing (County 911 Coordinator)
_____ Is there road access to this property (If not explain your access plan)
_____ Name of power company serving this property
_____ Name of telephone company serving this property
_____ Planned heat source (Electric, propane, wood, etc)

County Use Only

Action Taken: (Approved/Denied/Pending/Etc) _____
Signature: County Inspector _____ Date _____



Rolette County

Physical Address Request Form

Please supply the following information for Rolette County to provide a physical address. This information will be used by Rolette County for the purpose of emergency management, 911 services, planning and zoning.

Please Print Legibly *

Date of Application: _____

Applicant Name: _____

Mailing Address: _____ City: _____ Zip _____

Area Code and Telephone Number: _____

Email Address: _____

Name of Property Owner: _____

Township: _____ Range: _____ Section _____

Block Number _____ Lot Number _____

Road Name providing property address _____ Distance from Road _____

Structure will be located on the NORTH, SOUTH, EAST or WEST side of the road: _____

Type of Structure: Business Single Family Mobile Home RV or Trailer Rentals Other Circle one

Location of the structure in Decimal Degrees Latitude: _____ Longitude _____

Electrical Provider: _____

Each residential multiple family unit, commercial structure unit and separate buildings at the same physical address, must have a separate unit number (Ex= "A", "B", etc. Apartment XXXX, or SUITE XXXX) The unit number must be clearly displayed at the primary entrance to each unit and needs to be 6" in size.

Signature: _____

Please return this form to Rolette County 911 Box 939 Rolla, ND 58367 Phone 701 477 0911

Please do not write below this line. For Official Use Only



Date Received _____ County _____ City _____

Assigned Address: _____

Approved by: _____ Signature: _____



Public Health
Prevent. Promote. Protect

Rolette County Public Health District

211 1st Ave NE; PO Box 726
Rolla, ND 58367-0726
701.477.5646

Accounting use only:

Date Received: _____

From: _____

Amount: _____

Cash, MO or CK# _____

PERMIT # _____

APPLICATION

FOR THE CONSTRUCTION/ALTERATION
OF AN ON-SITE SEWER SYSTEM

ONSITE SEWER PERMIT FEE: \$300.00

or

HOLDING TANK ONLY - PERMIT FEE: \$150.00

(Payable at the time of application)

Please make check payable to: **Lake Region District Health Unit (LRDHU)**

Mail application and payment to: **LRDHU, 524 4th Ave NE, Unit 9, Devils Lake, ND 58301**

Call the Environmental Health Division at (701) 662-7035 to set up an appointment for an inspection.

County _____ Township (Name) _____ Size/Acres _____

Legal Description (Township, Range, Section) _____ Elevation _____

GPS Coordinates: (Latitude Longitude in Deg, Min, Sec) _____

Subdivision (if applicable)? _____ Lot size _____ Block/Lot # _____

Property Owner(s)/Applicant's Name: _____

Physical Address of Site _____

Current Mailing Address: _____

Phone Number(s)/Email address : _____

Purpose: New Installation? _____ or Alteration (Repair/Rebuild _____ Other _____

Residence? _____ Number of Bedrooms: _____ Basement? _____ Plumbing in basement? _____

or
Commercial? _____ Number of Bedrooms: _____ Employees: _____ Showers: _____ Floor drains _____

Square foot per floor _____ Number of floors _____

Can basement or other area be made in to additional bedrooms? If yes, how many? _____

Water well on property? If yes, depth of well(s) _____ Neighboring well? If yes, distance from _____

Pool, hot tub, or whirlpool tub? _____ Garbage Disposal? _____ Site been altered? _____

PLOT PLAN - DRAW THE PLOT PLAN on the back of this form

- | | |
|---|--|
| A. Property boundaries | D. Location of proposed or existing buildings |
| B. Location and depth of existing or proposed well and neighbors well | E. Location of existing or proposed driveways and buried utilities |
| C. Location of streams/lakes within 100 feet | F. Indicate area in flood plain |

2015 ONSITE SEWAGE TREATMENT SYSTEM INSTALLER LIST

Effective for: Benson, Eddy, Pierce, Ramsey, Rolette, Towner, and Cavalier Counties

Contractor	First Name	Last Name	City	State	Zip	Office Phone
Drain Man	Michael	Erickson	Litchville	ND	58461	701.595.0053
Kaelberer Construction, Inc.	Jordan	Julson	Mandan	ND	58554	701.663.5313
R & D Hendrickson Trucking, LLC	Rick	Hendrickson	Rolla	ND	58367	701.477.6952
Storms Construction, Inc.	Jerred	Storms	Mandan	ND	58554	701.663.5565
Cliff Rush	Cliff	Rush	Rolla	ND	58367	701.477.6492
B & J Excavating Inc.	Steve	Jacobson	Rugby	ND	58368	701.776.6256
Benson Excavating	Thomas	Benson	Lakota	ND	58344	701.247.2871
Black Construction	Dean	Black	Devils Lake	ND	58301	701.662.3762
BPS Plumbing	Ben	Mack	Rugby	ND	58368	701.776.9000
CJC Construction	CJ	Coleman	Emerado	ND	58228	701.389.0066
Dandy Conversions	Dan	Slaubaugh	Wolford	ND	58385	701.583.2581
Dave Lewis Construction	Dave	Lewis	Sheyenne	ND	58374	701.996.2826
Ellefson Sales and Excavating	Brent	Ellefson	Cooperstown	ND	58425	701.797.2727
Fosness Construction	Denver & Jessica	Fosness	Towner	ND	58788	701.537.5596
Foss Trenching	Gavin	Foss	Maddock	ND	58348	701.438.2425
Gattke Excavating & Trucking	Brian	Gattke	Rolla	ND	58367	701.477.8840
Gisvold Excavating	Mark	Gisvold	Warwick	ND	58381	701.398.3189
Gleason Construction Inc	Dennis	Gleason	Devils Lake	ND	58301	701.662.1734
Go-Fer Sanitation, Inc.	Travis	Abrahamson	Devils Lake	ND	58301	701.665.2975
Howatt's Excavating	Shawn	Howatt	Devils Lake	ND	58301	701.230.2900
J & R Dirtworks LLC	Jason	Hovdenes	Carrington	ND	58421	701.652.3311
Jerry's Water & Sewer	John "Jerry"	Bercier	Belcourt	ND	58316	701.244.5938
Winskye Contracting	John	Winskye	Sheyenne	ND	58374	701.947.2190
KJ Excavating	Kelly	Johnson	Rolette	ND	58366	701.246.3261
KP Excavating	Kent	Pulst	Penn	ND	58362	701.351.6395
Mid-Land Excavating Inc.	Brian	Hoffmeyer	Devils Lake	ND	58301	701.662.4394
Mikkelsen Aggregates LLC	Joshua	Lorenz	Bottineau	ND	58318	701.228.2233
Mikkelsen Bros. Const. Co	Randy	Mikkelsen	Langdon	ND	58249	701.256.2202
NCZ Express	Mark	Rue	New Rockford	ND	58356	701.739.7225
Peterson Construction	Arlen & Jay	Peterson	Devils Lake	ND	58301	701.662.6987
Sanderson Excavation	Lloyd	Sanderson	Edmore	ND	58330	701.644.2484
Schimelfenig Excavating	Tom	Schimelfenig	Bowdon	ND	58418	701.984.2522
The Plumber	Robert	Ludwig	New Rockford	ND	58356	701.947.5445
Thorlakson Construction LLC	Chad	Thorlakson	Cavalier	ND	58220	701.265.4788
Wang's Dirtwork	Robert & Pete	Wang	Devils Lake	ND	58301	701.662.1050
WBH, LLC	George	Herman	Minnewaukan	ND	58351	701.739.9681
Witzel Construction LLC	Dane	Witzel	Langdon	ND	58249	701.256.2385

WATER-WISE CONSERVATION

~Drop-by-Drop~



Here are some simple ways to promote water conservation in your home and in your community.

~KITCHEN~

- For cold drinks, keep a pitcher of drinking water in the refrigerator instead of running the tap every time to get cool water. This way, every drop goes down you and not the drain.
- Designate one glass for your drinking water each day or refill a water bottle. Consider other ways you can cut down on the number of dishes need to be washed.
- Don't use running water to thaw food. Defrost food in the refrigerator for water efficiency and food safety.
- Wash your fruits and vegetables in a pan of water instead of running water from the tap.
- Wash only full loads in the dishwasher. If your dishwasher is new, cut back on rinsing. Newer models clean more thoroughly than older ones.
- When washing dishes by hand, don't let the water run while rinsing. Fill one sink with wash water and the other with rinse water.
- Soak pots and pans instead of letting the water run while you scrape them clean.
- Re-use the water left over from cooked or steamed foods to start a scrumptious and nutritious soup.
- Use the garbage disposal sparingly during times of water conservation.

~BATHROOM~

- Shorten your shower, each time, every time. When you shorten your shower by a minute or two, you'll save up to 150 gallons per month. Consider washing your face or brushing your teeth while in the shower to save even more water.
- When running a bath, plug the tub before turning the water on, and then adjust the temperature as the tub fills up. When possible, bathe your young children together to save on water.
- Turn off the water while brushing your teeth and shaving. In addition, when you are washing your hands, turn off the water while lathering.
- Be sure the toilet is not flushed unnecessarily and "other" wastes such as cigarette butts, unwanted prescription, over the counter medications, coffee grounds, cooking fats, paper towels, disposable diapers, personal hygiene products, facial tissues, and similar non-decomposable, unnecessary materials are not flushed down the toilet.
- If your toilet was installed before 1992, reduce the amount of water used for each flush by inserting a displacement device (such as a brick) in the tank.
- Fix leaky faucets and toilets immediately. Fixing a leak can save 300 gallons a month or more.

~LAUNDRY~

- Run your clothes washer and dishwasher only when they are full. You can save up to 1,000 gallons a month. When doing smaller loads of laundry, match the water level to the size of the load.
- Wash clothes in cold water to save on water and energy and help clothes keep their color.
- Distribute wash loads evenly throughout the week. Try to avoid washing all your clothes on the weekend to avoid system overload.

~OUTDOORS~

- Do not wash your car unless you must do it to help you see out the windows. If you must wash your vehicle, use a hose nozzle or turn off the water while you wash your car. You'll save up to 100 gallons every time.
- Use a broom instead of a hose to clean your driveway and sidewalk and save water every time.

~MISCELLANEOUS~

- Setting water softeners for a minimum number of refills saves both water and chemicals, plus more on utility bills.
- Report broken pipes, open hydrants and errant sprinklers to the property owner or your water provider.
- **Route roof drains and basement drainage tile water (sump pumps) to areas other than into the sewer system.**
- When cleaning out fish tanks, give the nutrient-rich water to your plants. Collect the water you use for rinsing fruits and vegetables, and then reuse it to water houseplants.
- Consider other ways you can conserve water. For example, when painting, do not clean off paintbrushes under running water.
- While staying in a hotel or even at home, consider reusing your towels and clothes.
- Know where your master water shut-off valve is located. This could save water and prevent damage to your home.

Please share these water conservation tips with your family, friends, neighbors, and employees.

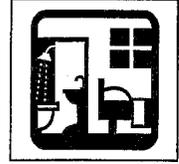


Remember: There are a number of ways to save water, and they all start with YOU.

This information compiled by:
LRDHU, 524 4th Ave NE - Unit 9, Devils Lake, ND 58301; (701) 662-7035
For use in Ramsey, Benson, Eddy, Pierce, Rolette, Towner and Cavalier Counties
This information was compiled from: <http://wateruseitwisely.com>



HOME MANAGEMENT IDEAS TO IMPROVE SEPTIC SYSTEM PERFORMANCE



The effectiveness of a septic system in treating sewage depends on how the homeowner uses and operates the system. Water-use habits, fixtures and appliances, product selection, and septic additives/cleaners all affect how well a septic system works. The septic system operates each time wastewater enters the system.

STARTERS: A starter is not needed for bacterial action to begin in a septic tank. Many naturally-occurring bacteria are present in the wastewater and will thrive under the growth conditions present.

FEEDERS: It is not necessary to "feed" the system additional bacteria, yeast preparations, or other home remedies. There are millions of bacteria entering the system in normal sewage. If the bacterial activity level is low, figure out what is killing them (e.g. cleaners) and correct it. Activity will return after correction.

CLEANERS: Additives effective in removing solids from the septic tank will probably damage the soil treatment system. Additives should not be used, since they are of no benefit and some may do great harm. Additives that cause the accumulated sludge in the tank bottom to increase volume will result in the sludge being flushed out into the drain field, clogging the pipes and soil pores (which will lead to partial/complete failure of the system).

OTHER ADDITIVES: Additives, particularly degreasers, may be carcinogens (cancer-causing) or suspected carcinogens that will flow directly into the ground water, along with the treated sewage, and affect our drinking water supply.

THERE IS NO SUCH THING AS A SAFE AND EFFECTIVE SEPTIC SYSTEM ADDITIVE!

Bathroom: Install a new low-flow toilet that gives a complete flush with 1 ½ gallons per flush. Routinely check the toilet float valve to be sure it is not sticking and water is not running continuously. Be sure the toilet is not flushed unnecessarily and "other" wastes such as cigarette butts, unwanted prescription, over-the-counter medications, coffee grounds, cooking fats, paper towels, disposable diapers, personal hygiene products, facial tissues, and similar non-decomposable materials are not flushed down the toilet. Repair leaky faucets and toilets immediately! Do not use "every flush" toilet bowl disinfectants that are placed in the tank or bowl. Use a good quality white tissue paper that breaks up easily when wet (some dyes used for toilet paper are difficult for bacteria to break down). To determine suitable quality toilet tissue, place a portion in a jar half full of water. Shake the jar, and if the tissue breaks up easily, the product is suitable. Take showers instead of tub baths, and take shorter showers. Showers use less water than tub baths. Install low-flow shower heads, hand-held showers with pause control, and temperature balance valve controls.

Reduce use of drain cleaners by minimizing the amount of hair that goes down the drain. Shut off water while shaving and brushing teeth (saves up to 5 gallons per minute).

Kitchen: Keep a pitcher of drinking water in the refrigerator instead of running the tap every time to get cool water. Hand wash dishes in the basin instead of under running water. Wash only full loads in the dishwasher. Install a low-water-use dishwasher; use liquid detergent in the dishwasher. Use low-phosphate (0 to 5%) dishwasher soaps. Use the minimum amount of soap necessary to do the job. This is often less than suggested by manufacturers. Do not use a garbage disposal or dispose of vegetables, meat, fat, oil, coffee grounds, and other undigested food products in the septic system, if at all possible. Reduce the use of drain cleaners by minimizing the amount of grease and food particles that go down the drain. Keep a separate container for waste grease and throw it out with the trash.

Laundry: Wash only full loads, or adjust load level settings for small loads to save on water. Front-loading washers and suds savers typically use less water than top-loading machines. Distribute wash loads evenly throughout the week to avoid overloading the system with large volumes of water. Install a filter on the washer to remove lint. Use no-phosphate laundry detergents (Be wary of inexpensive washing products, which may contain excessive quantities of filler, some of which can be extremely detrimental to the sewage system. The best solution is to use liquid laundry detergents, to avoid the fine particles from the powdered soaps from adding to the sludge accumulation. But if you do use a powdered detergent, select one that is highly biodegradable). Use the minimum amount of detergent or bleach necessary to do the job. (This is often less than suggested by manufacturers).

Basement and Utility rooms: Recharge the water softener as infrequently as possible to reduce water use. Re-route water softener recharge water to the ground surface (since it contains no pathogens, it does not need to be treated). Re-route chlorine-treated water from swimming pools and hot tubs to a ditch or separate dry well (outside the septic system). Route roof drains and basement drainage tile water (sump pumps) outside the septic system and away from the drain field. Dispose of all solvents, paints, anti-freeze, and chemicals through local recycling and hazardous waste channels. These materials kill valuable bacteria in the system and may pass deep into the ground to contaminate drinking water. (Consult local solid waste officials for proper methods of disposal). Never rinse latex paint from brushes/rollers down the drain and into the septic system.

WHAT DOES AN ON-SITE SEWAGE TREATMENT SYSTEM DO?

An on-site sewage treatment system completely "treats" sewage on the property where the sewage has originated. This system has two parts: sewage tank and soil filter. The sewage tank separates out the large solids, and the soil filter removes the fine solids and destroys accompanying bacteria. The only maintenance required by a properly operating system is the occasional removal of accumulated solids from the sewage tank.

Have the sludge and scum removed (by a professional) by having the tank pumped every 1 to 3 years for a 1,000-gallon tank serving a 3-bedroom home having 4 occupants (and with no garbage disposal). If you have a garbage disposal, you will need to remove septic tank solids every year or more often. Ground garbage frequently will find its way out of the septic tank and clog the soil treatment system.

The cleaning must be done through the manhole. Cleaning a tank through the inspection pipes will often leave solids in the tank and possibly damage baffles. **DO NOT EVER ENTER THE SEPTIC TANK!** The tank contains very little oxygen, and has high levels of hydrogen sulfide, methane, carbon dioxide, and other life-threatening gases.

If there is a smell of sewer gases in your home, **immediately** call a plumber, health department, or another qualified person to identify the source and correct it. If the gas smell is very strong, **evacuate the building** until the problem is corrected and the gases are removed.

Information compiled by:
Lake Region District Health Unit
Environmental Health Program
524 4th Ave NE, Unit 9
Devils Lake, ND 58301
(701) 662-7035



Public Health
Protecting • Promoting • Improving

For use in Ramsey, Benson, Eddy, Pierce, Rolette, Towner, and Cavalier counties



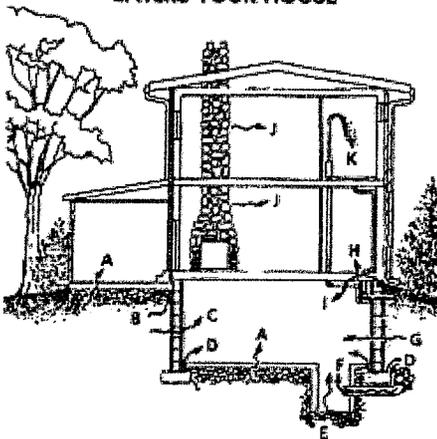
Radon Fact Sheet

About Radon

Radon is a colorless, odorless and tasteless radioactive gas. Radon is formed when uranium in the soil breaks down. Radon emits radioactive decay products that may be breathed into a person's lungs, causing lung cancer.

Sources of Radon

HOW RADON ENTERS YOUR HOUSE



- A. Cracks in concrete slabs
- B. Spaces behind brick veneer walls that rest on uncapped hollow-brick foundation
- C. Pores and cracks in concrete blocks or concrete walls
- D. Floor-wall joints
- E. Exposed soil, as in a sump
- F. Weeping (drain) tile, if drained to open sump
- G. Mortar joints
- H. Loose-fitting pipe penetrations
- I. Open tops of block walls
- J. Building materials such as some rocks
- K. Water (from some wells)

Health Effects From Radon

Based on a U.S. Environmental Protection Agency (EPA) assessment of risk for radon in homes, radon in indoor air is estimated to cause about 21,000 lung cancer deaths each year in the United States. Smokers are at higher risk of developing radon-induced lung cancer. Lung cancer is the only health effect which has been definitively linked with radon exposure. Radon-induced lung cancer typically develops five-25 years after exposure. There is no evidence that other respiratory diseases, such as asthma, are caused by radon exposure.

Radon Averages

Based on a national residential radon survey completed in 1991, the average indoor radon level is 1.3 picocuries per liter (pCi/L) in the United States. The average outdoor level is about 0.4 pCi/L.

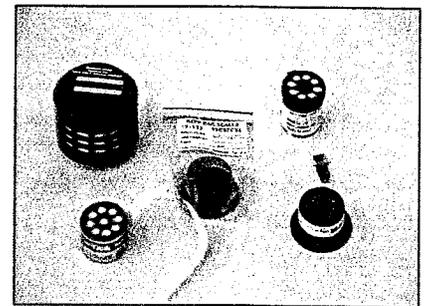
Radon Levels

Radon can be found all over the United States. It can get into any type of building and can result in a high indoor radon level. People are most likely to get their greatest exposure at home, where they spend most of their time. North Dakota ranks as one of only two states that has all of its counties in the EPA's Zone I ranking, the highest ranking. This means all counties in North Dakota have a high potential for elevated levels of radon. The EPA recommends taking corrective action if you have levels of

4.0 pCi/L or higher. 63 percent of all North Dakota homes test over the action level.

Radon Testing

Testing is the only way to know your radon level. The EPA and the U.S. Surgeon General recommend testing all homes below the third floor for radon. Radon test kits may be obtained at your local health unit, hardware store, online or at the American Lung Association of North Dakota.



Fixing a Radon Problem

Radon levels may be reduced by sealing foundation cracks, holes and sump pump covers. Continual maintenance of those seals is required to ensure their effectiveness. Radon reduction systems, however, are the most effective at permanently reducing radon levels in a home or building. The system may be installed during new construction or in an existing structure. A homeowner may install his or her own radon reduction system or hire a system installer.

The North Dakota Department of Health's Radon Program may be contacted for more information about radon.

AUTHORIZATION/REJECTION OF VARIANCE *(Board of Health use only)*

Rolette County Public Health District; 211 1st Ave. NE; PO Box 726, Rolla, ND 58367-0726; 701-477-5646

Variance Requested by

Project Address and County

City, State, Zip Code

We have reviewed the request for an onsite sewer variance and the explanation of the method utilized to overcome the hardship or unique situation. Based on the information provided, we:

_____ **Grant a variance for this project**

_____ **Cannot grant a variance for this project**

Signature – Board of Health Chairperson Signature

Date

Printed Name of Chairperson

Phone Number

Note: When a variance is granted for an onsite sewer system, all future owners of the property must be advised of the variance that has been granted for the onsite sewer system. Issuance of a variance does not constitute any guarantee that the system will provide trouble free service. A granted variance may be revoked if the onsite sewer system is found to be malfunctioning at any time after the variance has been granted

Variance Comments:

POLICY TITLE: VARIANCE PROCESS FOR ON-SITE SEPTIC TREATMENT SYSTEMS

Date: 09/15/2015

Approval Date: 09/17/2015

Written By: Candace Carlson, Regional Environmental Health Practitioner (EHP)

PURPOSE: Rolette County Public Health District (RCPHD) has promulgated Administrative Policy governing the installation of On-Site Sewage Treatment Systems (OSTS). Property owners who cannot comply with the regulation may apply to the Board of Health for a variance. If an allowable option exists for the project, then a practical difficulty does not exist and the legal criteria for granting a variance cannot be met.

POLICY STATEMENTS:

1. Property owner shall request a variance application from the Environmental Health Division.
2. The variance application must be completed in full. Failure to complete the application will result in denial.
3. When the variance application is submitted, the variance hearing fee must be paid. This fee is nonrefundable regardless of the determination of the Board of Health.
4. The Board of Health shall be provided a copy of the variance application to review prior to the meeting.
5. At the next regularly scheduled Board of Health meeting, the variance hearing will be added to the agenda.
 - If a special meeting is requested or required prior to a regularly scheduled Board of Health meeting, Board of Health members as well as media sources and any other requesting entities shall be given proper notice of the special meeting. The special meeting shall follow special meeting rules. Additional fees may be assessed for special meetings.
6. The Board of Health shall review the variance application and determine if a decision can be reached. If more information is required beyond what is required in the application, the applicant will be contacted for the additional information.
7. The final decision of the board will be recorded in the Board of Health meeting minutes, along with original paperwork.
8. If the variance is approved, an On-site Sewage Treatment System permit must be purchased/obtained.
9. For an approved variance, the originals of any paperwork shall be kept and filed at Lake Region District Health Unit, Environmental Health Division. Copies shall be made available for Rolette County Public Health District as well as the property owner requesting the variance.