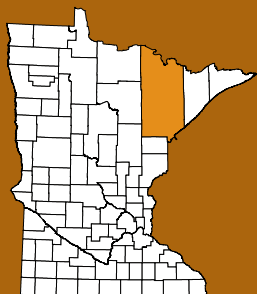




Information Guide

Contact List for Property Owners and Businesses

Check List	Departments/Agencies	Web Site
Ownership, Parcel ID, etc.		
Find ownership, parcel ID #, legal description, section, township, range, plat name, acres, property values, and property taxes.	St. Louis County Auditor (218)726-2380	Ownership Information Link
Property Boundaries		
<p>Property Boundaries Know your lot boundaries and dimensions prior to building on your lot. Parcel boundaries are critical on lakeshore areas.</p> <p>A "County Plat Book" can assist in general property layout, however, to determine and stake your property boundaries, contact a private surveyor.</p>	<p>"County Plat Book" call St. Louis County Auditor (218)725-5132, Extension Office (218)733-2870</p> <p>See Yellow Pages "Surveyors or Engineers" for private businesses</p>	Plat Book Link
<p>Corner Monuments (Public) The Land Survey Division of the County Public Works Department maintains all section and quarter landmarks and associated survey records throughout St. Louis County.</p>	St Louis County Public Works Duluth: (218)625-3878 Virginia: (218)742-9800	Corner Certificates Link
<p>Subdivision Plats Named subdivision plats are available online in PDF format through the St. Louis County Recorder's Office. Scanned plats include all originals and any rearrangements or modifications.</p>	Recorder's Office: (218)726-2677	Subdivision Plan Link
Zoning		
<p>Who Administers Zoning (by city, township, unorganized township) Before building determine appropriate jurisdiction for administration of zoning and obtaining permits. Review PDF "Zoning" map.</p>	St. Louis County Planning and Community Development Duluth: (218)725-5000 Virginia: (218)749-7103	Zoning Administrator Link
<p>Zoning Classification Review zoning and other requirements for property potential and limitations.</p>	St. Louis County Planning and Community Development Duluth: (218)725-5000 Virginia: (218)749-7103	Zone District Requirements Link
<p>Permits</p> <p>Land Use Permits: Land Use permits are required if you alter the parcel in any way, including but not limited to, erecting, constructing, reconstructing, moving, or altering a structure.</p> <p>Conditional Use Permits: Conditional Use permits are required if the property owner intends to use the parcel for a home-based business, resort, campground, B & B, repair shop, rural industry, mini storage, PUD, or convenience store &/or gas station.</p> <p>Other Permits: Variances, Subdivision Plats, CIC's, Borrow Pits, communication towers, etc.</p>	St. Louis County Planning and Community Development Duluth: (218)725-5000 Virginia: (218)749-7103	Land Use and Variance Permits Link Conditional Use Permits Link Subdivision Permits Link
<p>Non-Conforming Lot of Record A non-conforming lot of record is one that has been lawfully created and recorded prior to February 16, 1993 that no longer meets the acreage and width requirements.</p>	St. Louis County Planning and Community Development Duluth: (218)725-5000 Virginia: (218)749-7103	Non-Conforming Lot of Records Link
<p>Resources Applications, Guides, Illustrations, Fact Sheets, etc.</p>	St. Louis County Planning and Community Development Duluth: (218)725-5000 Virginia: (218)749-7103	Planning and Development Link



Publishing Information

St. Louis County
Planning and Community Development

Obtaining the Guide

Copies of this guide are available for free to all residents. Any requests for a large amount of guides should be directed to St. Louis County Planning and Community Development. Large requests may be charged a minimal cost to cover printing and reproduction.

St. Louis County
Planning and Community Development
100 Missabe Building
227 West First Street
Duluth, MN 55802
(218) 725-5000
Toll Free Minnesota 1-800-450-9777

Information Updates

St. Louis County strives to maintain the latest information available. If any information in this guide is incorrect or any additional information is needed, please contact the Planning and Development Department at: (218) 725-5000.

About the Guide

This guide is a helpful tool for residents, contractors, and professionals associated with property improvement and construction.

It is designed to give general contact information about how to get started in researching and/or developing your property in St. Louis County.

Wetlands

Wetland Types

St. Louis County is approximately 31% wetlands. It is essential to be aware of the type of wetland (if any) that exists on the parcel to determine its potential for future development.

St. Louis County
Planning and Community Development
Duluth: (218)725-5000
Virginia: (218)749-7103

[Wetlands Link](#)

Wetland Impacts: Administration & Enforcement

Both the landowner and the contractor are responsible for making sure that wetlands are not impacted. If wetlands are impacted, prior approval of the local zoning authority is required. If wetlands exist, obtain necessary permits to impact or replace wetlands before construction begins.

A. St. Louis County Planning and Development
Duluth: (218)725-5005
Virginia: (218)749-0626
B. U.S. Army Corps of Engineers (North St. Louis County) (218)834-6630 (South St. Louis County) (218)834-6630
C. State of Minnesota Board of Water & Soil Resources (BWSR) Duluth: (218)723-4923
D. State of MN Dept. of Natural Resources (DNR): Greater St. Louis County Eveleth: (218)744-7450, Duluth Metro Area Two Harbors: (218)834-6621

[Wetlands Link](#)

[U.S. Army Corps of Engineers Wetlands Link](#)

[Board of Water & Soil Resources Wetlands Link](#)

[DNR Wetlands Link](#)

Wetland Technical Assistance & Review

If you suspect wetlands exist, would like someone to review the land for wetlands prior to purchase or building, or help you through the process, contact the SWCD.

Soil & Water Conservation District (SWCD)
North St. Louis County: (218)742-9505
South St. Louis County: (218)723-4867

[Soil & Water Conservation District Wetlands Link](#)

Road Classification

Structure setbacks vary depending on the type of roadway that adjoins your property.

St. Louis County
Planning and Community Development
Duluth: (218)725-5000
Virginia: (218)749-7103
St. Louis County Public Works:
(218)625-3830

[Road Classification Link](#)

Road Right-of-Way

Determining Road Right-of-Way Distances/Widths

Locate existing road right-of-way is based upon Road Classification. To determine road classification, contact the agencies who maintain the road.

State Roads: MNDOT Dist 1: (218)723-4820
County Roads: St. Louis County Public Works: (218)625-3830
City/Township Roads: Contact City/Town

[MnDOT Right-of-Way Link](#)
[Road Classification Link](#)

Lot of Record (When a Lot was Created)

Visit the County Recorder's Office to research when a lot or parcel was created or split from a larger parcel.

St. Louis County Recorder
St. Louis County Courthouse
100 N. 5th Avenue West, Room 101
Duluth, MN 55802

[Recorders Lot of Record Link](#)

Splitting and Consolidating Parcels

All new splits or consolidations of parcels must meet current zoning standards. The number of new lots may require an application for subdivision plat or its equivalent. Hermantown, Proctor, and Ely have their own requirements for new parcels. Please check with their city clerks.

The new parcels must be submitted to the County Auditor (usually as a deed drafted by an attorney or abstract/title company) for review of new legal description and accuracy. If approved, the Auditor will attach a Parcel ID and route to the County Assessor's Office to determine the value of the new property. The new deed must be filed with the County Recorder's Office.

St. Louis County Auditor
(218)726-2380

[Splitting & Consolidating Parcels Link](#)

Property Access

Researching Existing Easements

The Recorder's Office files all recorded documents, including easements. In order to research existing easements that currently exist or were vacated, visit the Recorder's Office to research documents.

St. Louis County Recorder
St. Louis County Courthouse
100 N. 5th Avenue West, Room 101
Duluth, MN 55802

[Property Easements Link](#)

Access Across Private Land

Property owners may need access to their property by way of privately owned land. You must work with the existing owners to gain access. If no solution can be worked out, legal processes can assist, but complicated.

St. Louis County
Planning and Community Development:
(218)725-5000

[Access Across Private Land](#)

Access Across State Lands

Application for easements across state lands.

MN Dept. of Natural Resources (DNR)
(218)999-7890

[Access Across State Lands](#)

Access Across County Tax-Forfeit Land

Property owners may request access across tax-forfeit property.

St. Louis County Land Department:
(218)726-2606

[Tax-Forfeit Lands Access Link](#)

Access Across County Fee Lands

Property owners may request access across fee lands.

St. Louis County Property Management:
(218)725-5085

Driveway Entrance and Culvert Permits

Constructing driveways for entrances to a property requires a permit depending upon location and road ownership. Contact the proper jurisdiction. All driveways require some sort of culvert for water runoff.

County Roads: St. Louis County Public Works: Please Contact your local county garage, if unknown call (218)625-3830
City/Township Roads: Contact City/Township

[Driveway Entrance Link](#)
[Culvert Permit Link](#)

Shoreland: Lakes, Rivers, Streams**Shoreland Classification**

Property owners must be aware of the building restrictions pertaining to the shoreline of a lake, river, or stream.

St. Louis County
Planning and Community Development
Duluth: (218)725-5000
Virginia: (218)749-7103

[Shoreland Classification Link](#)

Shoreland Setback

Various setback standards apply to protected waters throughout the County.

St. Louis County
Planning and Community Development
Duluth: (218)725-5000
Virginia: (218)749-7103

[Shoreland Setback Link](#)

Shore Impact Zone

The shore impact zone is a strip of land that is to be kept in a relatively natural condition. The distance of the shore impact zone varies depending on the type of shoreline.

St. Louis County
Planning and Community Development
Duluth: (218)725-5000
Virginia: (218)749-7103

[Shore Impact Zone Link](#)

Bluff Standards

A bluff area is land that rises at least 25 feet above the ordinary high water level and has a slope of 30% or more over a 50 foot distance. Stricter standard may apply on some rivers.

St. Louis County
Planning and Community Development
Duluth: (218)725-5000
Virginia: (218)749-7103

[Bluff Standards Link](#)

Docks, Ramps, and Water Accessory Structures Permits

DNR permits may be required for shoreline projects related to boat ramps, docks, beach creation, dredging, stream/lakeshore stabilization, retaining walls, stream crossings, shoreline restoration, controlling nuisance aquatic plants, and more.

From Ordinary High Water Level Waterward:
MN Dept. of Natural Resources (DNR)
(888)646-6387
From Ordinary High Water Level Landward:
St. Louis County
Planning and Community Development
Duluth: (218)725-5000
Virginia: (218)749-7103

[Water Structures Link](#)
[Invasive Species Link](#)

Surface Water-Use

Water-use permits are required before diverting, withdrawing, impounding, or distributing any surface water.

Minnesota Department of Natural Resources (DNR) (888)646-6387

[Water Use Permits Link](#)

Sewage Treatment**Subsurface Sewage Treatment System (SSTS) Permits**

St. Louis County Ordinance 55 in conjunction with state law regulates sewage treatment system installation and setbacks for areas that do not have public maintained treatment systems. St. Louis County has additional sewage treatment system requirements.

St. Louis County Environmental Services:
(218)725-5200

[Subsurface Sewage Treatment System Link](#)

Public Sewage Treatment Requirements (Hook-ups)

Parcel owners receiving sewage treatment from a local provider need to contact that provider to begin service.

Comfort Systems-Duluth: (218)730-4050
Western Lake Superior Sanitary District (WLSSD): (218)722-0761
Crane Lake Water & Sanitary District:
(218)993-2600
Safe Water Technology of Ely:
(218)365-8612
Hibbing Public Utilities: (218)262-3486 Ext: 136
City of Virginia Public Utilities:
(218)748-7540

[Public Sewage Treatment \(Hook-ups\) Link](#)
[Western Lake Superior Sanitary District Link](#)
[Crane Lake Water & Sanitary District Link](#)
[Safe Water Technology of Ely Link](#)
[Hibbing Public Utilities Link](#)
[Virginia Public Utilities](#)

Drinking Water (Wells)**Wells Registration**

All wells must be registered with the State of Minnesota. Most well drillers take care of the registering of wells.

See "Well Drilling and Services" in the yellow pages

[State of Minnesota Health Department Link](#)

Wells & Type

Most wells are drilled, dug, or driven. It is important to know the type of well that is best suited for your parcel.

See "Well Drilling and Services" in the yellow pages

[State of Minnesota Health Department Link](#)

Well Drillers

It is important to ensure that the well driller you choose operates in conformance with local requirements.

See "Well Drilling and Services" in the yellow pages.

Utilities**Utility Easements Across Tax-Forfeit Managed Lands**

Utility easements across tax-forfeit managed lands can only be granted to the utility and it is the responsibility of the utility to obtain these easements.

Contact your local utility provider listed in the yellow pages

<p>Electric Service & Application It is the customer's responsibility to contact the appropriate service provider to install electrical power on the property.</p>	<p>Minnesota Power: (218)722-2625 Lake County Power: (800)421-9959</p>	<p>Minnesota Power Link Lake County Power Link</p>
<p>Natural Gas If natural gas is the choice as a heating source, then the property owner must contact the necessary provider.</p>	<p>Comfort Systems: (218)730-4050</p>	<p>Comfort Systems Link</p>
<p>Propane Some property owners prefer propane as a heating source. There are several companies to consider when selecting a propane provider.</p>	<p>See "Oils-Fuels" in the yellow pages</p>	
<p>Telephone There are several companies to consider when selecting a telephone service provider.</p>	<p>See "Telephone Service Providers" in yellow pages.</p>	

Electrical and Mechanical Systems

<p>Electrical The state of Minnesota provides St. Louis County with electrical inspectors assigned to specific service areas.</p>	<p>Building Codes and Standards Division (800)627-3529</p>	<p>MN Building Codes Link</p>
<p>Plumbing Plumbing standards are set by the State of Minnesota.</p>	<p>Building Codes and Standards Division (800)627-3529</p>	<p>MN Building Codes Link</p>
<p>HVAC HVAC standards are set by the State of Minnesota.</p>	<p>Building Codes and Standards Division (800)627-3529</p>	<p>MN Building Codes Link</p>

Other

<p>Burning Permit Permits are required to burn grass, leaves, brush, and untreated lumber. Permits are available through the DNR Forestry Offices or any Fire Warden. A Fire Warden is a volunteer commissioned by a DNR Forest Officer to issue open burning permits for a specific geographic area. This could be a county official, a county sheriff, local Fire Marshall or even your neighbor.</p>	<p>DNR Forestry Office: Two Harbors (218)834-6602, Hibbing (218)262-6760, Tower (218)753-2580, Orr (218)757-3274, Cloquet (218)879-0880 Local Fire Warden: Contact DNR Forestry for List</p>	<p>DNR Forestry Link DNR Forestry For Burning Link</p>
<p>Mailbox Standards There are recommended standards regarding the height, location, and supporting structure that apply to rural mailboxes.</p>	<p>St. Louis County Public Works (218)625-3830 Delivery Division, U.S. Postal Service (800)222-1811</p>	<p>Mailbox Standards Link</p>
<p>Obtaining a Property Address (911 Address) 911 Communications assigns addresses for new sites. Also, when a land-use permit is issued, the County Planning Department submits the parcel information to the Communications (911) Department where an address is assigned. 911 then notifies the owner of the new address.</p>	<p>911 Communications (218)726-2920</p>	<p>Obtaining an Address Link</p>
<p>School District Because of its large size, St. Louis County has many school districts within its boundaries. Boundary maps and other information regarding these school districts is available on the internet.</p>		<p>School Districts Link Metronet Link</p>
<p>What Causes Value for Property Tax Purposes Many questions arise regarding what land and building attributes add value to a parcel for property tax purposes. Property owners should contact the county or local assessor to learn how their estimated market value is determined.</p>	<p>St. Louis County Assessor Duluth: (218)726-2304 Virginia: (218)749-7147 Ely: (218)365-8206</p>	<p>Property Value Assessment Link</p>
<p>Assessor Districts County and local assessors both classify property according to its use and estimate the market value for property tax purposes. On a periodic basis, each parcel is inspected and revalued using current real estate market information.</p>	<p>St. Louis County Assessor Duluth: (218)726-2304 Virginia: (218)749-7147 Ely: (218)365-8206</p>	<p>Assessor's Link</p>
<p>City and Town Directory Each city and town has its own administrators that are responsible for providing zoning information. Property owners need to contact the appropriate administrator to determine the zoning requirements for their parcel.</p>	<p>St. Louis County Auditor (218)726-2380</p>	<p>Zoning Administrators Link</p>

Dump, Landfills, Hazardous Waste, and Household Garbage

<p>Waste Disposal Proper waste management protects St. Louis County's environment. The County and the Western Lake Superior Sanitary District (for the Duluth area) operate comprehensive programs for disposal and handling of garbage, appliances, tires, used oil, household hazardous wastes, and a variety of other wastes. County services are provided through a network of eighteen canister sites, five transfer stations, and the Regional Landfill in Virginia. Site locations, hours of operation, and materials accepted are available on the County's website.</p>	<p>St. Louis County Solid Waste (800)450-9278, (218)749-9703 Western Lake Superior Sanitary District (WLSSD) (218)722-3336 Minnesota Pollution Control Agency (MPCA) Duluth Office (218)723-4660 See "Garbage and Rubbish Collection" in the yellow pages.</p>	<p>Solid Waste Department Link Western Lake Superior Sanitary District Link MPCA Cleanup/Landfills Link</p>
<p>Private waste management companies also offer services de-</p>		

Recycling

The County and WLSSD also offer comprehensive recycling programs. The County provides recycling collection through provision of forty five recycling roll-off container sites, and supports five curbside collection programs operated by Range cities (Eveleth, Hibbing, Chisholm, Mountain Iron, and Virginia). WLSSD offers a network of collection sheds. Private haulers in the WLSSD area also offer recyclables collection Services.

St. Louis County Solid Waste Dept
(800)450-9278, (218)749-9703

Western Lake Superior Sanitary District
(WLSSD) (218)722-3336

City Recycling Programs (Blue pages)

Yellow pages

[Solid Waste Department Link](#)

[Western Lake Superior Sanitary District Link](#)

Environmental Enforcement

The County, WLSSD, and the MPCA conduct environmental enforcement programs to prevent illegal waste disposal and promote proper waste management. Types of violations include illegal dumping, garbage burning, and inappropriate storage of putrescible wastes and old vehicles. If you wish to report violations or have questions, contact any of the three organizations. If needed, you will be referred to the proper agency.

St. Louis County Solid Waste
(800)450-9278, (218)749-9703

Western Lake Superior Sanitary District
(WLSSD) (218)722-3336

Minnesota Pollution Control Agency (MPCA)
Duluth Office (218)723-4660

[Solid Waste Department Link](#)

[Western Lake Superior Sanitary District Link](#)

[MPCA Link](#)

Important Dates**Property Tax Installment Payments**

1st Half: Real Estate and Personal Property Taxes due May 15th.
2nd Half: Real Estate and Personal Property Taxes due Oct. 15th.
1st Half: Manufactured Home Taxes are due on August 31st.
2nd Half: Manufactured Home Taxes are due on November 15th.

St. Louis County Auditor
(218)726-2380

[Property Tax Installment Payments Link](#)

Delinquent Taxes

No deeds can be recorded until all delinquent taxes are paid. Personal property taxes are subject to liens, additional fees and interest. Real estate taxes on the first business day of January are subject to notice and publication costs and interest. All tax extension rates and market referenda rates listed below are expressed as percentages.

St. Louis County Auditor
(218)726-2380

[Delinquent Taxes Link](#)

Homestead Classification (Homesteading Your Property)

State law provides a particular "class rate" for homesteaded parcels that is favorable as compared to most other property classes. What makes a home a homestead is defined by state law.

St. Louis County Assessor
Duluth: (218)726-2304
Virginia: (218)749-7147
Ely: (218)365-8206

[Homestead Classification Link](#)

Gopher State One Call (Call Before You Dig)

Know where underground utility lines (electrical, gas, oil, steam, water, sewer, communication (CATV) might be buried before digging).

Minnesota Toll Gopher-State-One-Call
(800)252-1166

[Gopher State One Call Link](#)

Land Use and Environmental Videos

Information about preserving and establishing shoreland vegetation, temporary erosion control, stormwater management, preparing a site plan, identifying a bluff, wetland sequencing, determining the ordinary highwater level, wetland identification, the shore impact zone, calculating slope, land alteration standards, building a rain garden and subsurface sewage treatment systems are available on the St. Louis County Planning and Development web page and You Tube.

[Building, Land Use and Environmental Videos Link](#)

[You Tube Videos Link](#)