



# Information Guide

## Contact List for Property Owners and Businesses

Check List	Departments/Agencies	Web Site Links
<b>Ownership, Parcel ID, etc.</b>		
Find ownership, parcel ID #, legal description, section, township, range, plat name, acres, property values, and property taxes.	St. Louis County Auditor (218)726-2380	<a href="#">Ownership Information</a>
<b>Property Boundaries</b>		
<b>Property Boundaries</b>		
Know your lot boundaries and dimensions prior to building on your lot. Parcel boundaries are critical on lakeshore areas.	County plat books are available in Duluth, Ely, Hibbing and Virginia.	<a href="#">Plat Book</a> <a href="#">County Maps</a>
The County Maps site can assist in general property layout, however, to determine and stake your property boundaries, contact a private registered land surveyor.	See Yellow Pages "Surveyors or Engineers" for private businesses	
<b>Corner Monuments (Public)</b>		
The Land Survey Division of the County Public Works Department maintains all section and quarter landmarks and associated survey records throughout St. Louis County.	St Louis County Public Works Duluth: (218)625-3878 Virginia: (218)742-9800	<a href="#">Corner Certificates</a>
<b>Subdivision Plats</b>		
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.	Recorder's Office: (218)726-2677	<a href="#">Subdivision Plat</a>
<b>Zoning</b>		
<b>Who Administers Zoning (by city, township, unorganized township)</b>		
Before building, determine appropriate jurisdiction for administration of zoning and obtaining permits. Review PDF "Zoning" map.	St. Louis County Planning and Community Development Duluth: (218)725-5000 Virginia: (218)749-7103	<a href="#">Zoning Administrator</a>
<b>Zoning Classification</b>		
Review Administration of Zoning documents and other requirements for property potential and limitations.	St. Louis County Planning and Community Development Duluth: (218)725-5000 Virginia: (218)749-7103	<a href="#">Zone District Requirements</a>
<b>Permits</b>		
<b>Land Use Permits:</b> 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.		
<b>Conditional Use Permits:</b> 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.		
<b>Other Permits:</b> Variances, Subdivision Plats, CIC's, Borrow Pits, communication towers, etc.		
<b>Non-Conforming Lot of Record</b>		
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.	St. Louis County Planning and Community Development Duluth: (218)725-5000 Virginia: (218)749-7103	<a href="#">Real Estate Recording</a>
<b>Resources</b>		
Applications, Guides, Illustrations, Fact Sheets, etc.	St. Louis County Planning and Community Development Duluth: (218)725-5000 Virginia: (218)749-7103	<a href="#">Planning and Development</a>



### 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 Community 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](#)

**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 Community Development  
Duluth: (218)725-5005  
Virginia: (218)749-0633

[Wetlands](#)

B) U.S. Army Corps of Engineers  
(North St. Louis County) (218)834-6630  
(South St. Louis County) (218)834-6630

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

C) State of Minnesota Board of Water & Soil Resources (BWSR) Duluth: (218)723-4923

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

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

[DNR Wetlands](#)

**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

[North SWCD](#)  
[South SWCD](#)

**Road Classification**

Structure setbacks vary depending on the type of roadway that adjoins your property. County zoning maps provide information pertaining to road functional class.

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](#)

**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:  
Southern 1/3rd:Duluth: (218)625-3881  
Northern 2/3rd:Virginia: (218)742-9836  
City/Township Roads: Contact City/Town

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

**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](#)

**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. Many cities have their own requirements and standards relating to parcel splits and they should be contacted regarding those standards.

St. Louis County Auditor  
(218)726-2380

[Splitting & Consolidating Parcels](#)

**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](#)

**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 it can be 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](#)



**Access Across County Fee Lands**

Property owners may request access across fee lands.

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

[Property Management](#)

**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

Driveway entrances and new and replacement culverts on county roads should utilize the e-permitting, public works application. If there is difficulty in using e-permitting contact your local county garage, if the number is unknown call 218-625-3830

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

City/Township Roads: Contact City/Township

**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](#)

**Shoreland Setback**

Various setback standards apply to protected waters throughout the County.

Standards in addition to lot size and width standards include: identifying the Ordinary Highwater Level, Floodplain, Bluffs land alteration, deck standards, and water oriented building standards.

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

[Shoreland Guides](#)  
[Land Alteration](#)  
[Floodplain Management](#)

**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.

The zoning map legend indicates lake and river setback standards.

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

[Shore Impact Zone](#)

**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](#)  
[Bluff Video](#)

**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](#)  
[Invasive Species](#)

**Surface Water-Use**

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

The St. Louis County Sheriff is the primary law enforcement agency for search, rescue and watercraft safety and requires permits for buoys or swim rafts as well as water events.

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

[Sheriff Boat & Safety](#)

**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](#)

**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  
(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  
West Aerie Lake Sanitary Sewer District  
(218)455-1166  
DNNSD (Lakewood and Duluth Townships)  
(218)590-5911  
Fayal Township (218)744-2878  
PLAWCS (Pike Lake)  
Soudan (PO Box 56 Soudan, MN 55782)  
Triple Lakes Septic (6824 Triple Lakes Road  
Saginaw, MN 55779

[Comfort Systems](#)  
[WLSSD](#)  
[Crane Lake Water & Sanitary District](#)  
[Safe Water Technology of Ely](#)  
[Hibbing Public Utilities](#)  
[Virginia Public Utilities](#)  
[DNSSD](#)  
[PLAWCS](#)



**Drinking Water (Wells)**

**Wells Registration**

The Minnesota Department of Health administers well construction and regulations. Wells also have specific setback requirements from on-site sewage treatment systems, buildings and property lines.

The State Health Department Well Management program has extensive information on wells and water supply.

[State of Minnesota Health Department](#)

**Well Drillers**

Well drillers are licensed by the state of Minnesota and they understand the requirements of the placement and drilling of a well.

See "Well Drilling and Services" in the yellow pages or Minnesota Department of Health Licensed Well Contractor Directory.

[Licensed Registered Well Contractor Directory](#)

**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

**Electric Service & Application**

It is the customer's responsibility to contact the appropriate service provider to install electrical power on the property.

Minnesota Power: (218)722-2625  
Lake Country Power: (800)421-9959

[Minnesota Power](#)  
[Lake Country Power](#)

**Propane**

Some property owners prefer propane as a heating source. There are several companies to consider when selecting a propane provider.

See "Oils-Fuels" in the yellow pages

**Telephone**

There are several companies to consider when selecting a telephone service provider.

See "Telephone Service Providers" in yellow pages.

**Electrical and Mechanical Systems**

**Electrical**

The state of Minnesota provides St. Louis County with electrical inspectors assigned to specific service areas.

Building Codes and Standards Division  
(800)627-3529

[MN Building Codes](#)

**Plumbing**

Plumbing standards are set by the State of Minnesota.

Building Codes and Standards Division  
(800)627-3529

[MN Building Codes](#)

**HVAC**

HVAC standards are set by the State of Minnesota.

Building Codes and Standards Division  
(800)627-3529

[MN Building Codes](#)

**Other**

**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.

DNR Forestry Office: Two Harbors (218)834-6602, Hibbing (218)262-6760, Tower (218)753-2580, Orr (218)757-3274, Cloquet (218)879-0880

[DNR Forestry](#)  
[DNR Forestry For Burning](#)

Local Fire Warden: Contact DNR Forestry for List

**Mailbox Standards**

There are recommended standards regarding the height, location, and supporting structure that apply to rural mailboxes.

St. Louis County Public Works  
(218)625-3830  
Delivery Division, U.S. Postal Service  
(800)222-1811

[Mailbox Standards](#)

**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.

911 Communications (218)726-2920

[Obtaining an Address](#)

**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 are available on the internet.

[School Districts](#)

**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.

St. Louis County Assessor  
Duluth: (218)726-2304, Hibbing: (218)262-6089  
Virginia: (218)749-7147, Ely: (218)365-8206

[Property Value Assessment](#)

**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.

St. Louis County Assessor  
Duluth: (218)726-2304, Hibbing: (218)262-6089  
Virginia: (218)749-7147, Ely: (218)365-8206

[Assessor's](#)



**City and Town Directory**

Town and city governments can provide useful information to property owners on a wide range of issues. The County Auditor provides a listing of contact names, addresses and phone numbers for local town and city officials.

St. Louis County Auditor  
(218)726-2380

[Zoning Administrators](#)

**Dump, Landfills, Hazardous Waste, and Household Garbage**

**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.

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.

[Environmental Services Department](#)  
[Western Lake Superior Sanitary District](#)  
[MPCA Cleanup/landfills](#)

Private waste management companies also offer services designed to meet the needs of waste generators.

**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

[Environmental Services Department](#)  
[Western Lake Superior Sanitary District](#)

**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](#)  
[Western Lake Superior Sanitary District](#)  
[MPCA](#)

**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](#)

**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](#)

**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](#)

**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, buiding a rain garden and subsurface sewage treatment systems are available on the St. Louis County Planning and Community Development web page and You Tube.

[You Tube Videos](#)

