

## DIRECTIONS FOR PROJECT APPLICATION

### PERSONAL INFORMATION

Please fill out your name, mailing address, cabin/trailer area & lot number, telephone number, and email address.

- Include the phone number where you can be reached for questions.

### DESCRIPTION OF PROJECT

Please provide a description of the project and a drawing showing the whole lot. This description and drawing must include as much detail as possible, including the following:

- Measurements of the project
- Exact measurements required
- Specific details of materials used (ex: wood, tin, cement, etc.)
- Exact location of where project will be completed (ex: 15 feet north of west corner of cabin). If there is not enough room, please use a separate piece of paper for detailed description. **DO NOT FORGET TO INCLUDE DISTANCE PROJECT WILL TAKE PLACE FROM LOT LINES.**
- The drawing must show all existing improvements on the lot, including the cabin or trailer.
- All pages of the project application must be initialed in the spaces provided. Any additional sheets added to this project application must be signed by all approving parties including the permittee.

### SOURCE OF MATERIAL

Please specify what type of material is being brought in, for example rock, gravel, topsoil.

- All source material must be from a BOR approved source.
- Please see "borrowed material" page for more information.

### PROJECT SCHEDULE

**REMEMBER PROJECT APPLICATIONS SHOULD BE SUBMITTED AT LEAST 60 DAYS BEFORE THE PLANNED START DATE OF A PROJECT. THEY CAN TAKE UP TO 60 DAYS FOR APPROVAL.**

- **FIRST STEP SHOULD BE TO COMPLETE A TCJDA PROJECT APPLICATION AND SUBMIT FOR APPROVAL STARTING A PROJECT WITHOUT A TCJDA APPROVED PROJECT APPLICATION IS A VIOLATION OF YOUR PERMIT.**
- **ONCE TCJDA PROJECT APPLICATION IS APPROVED** Contact Grant County Tax Director to apply for county building permit.
  - **Grant County Tax Director Contact Information:**  
Phone: 701-622-3311  
Address: PO BOX 263 Carson, ND 58529
- TCJDA Project applications are good for 1 year
- TCJDA Project applications can be extended but must be done so in writing on project application or in addition to project application, signed by all parties including permittee, and filed with original project application.

### SIGNATURE & DATE

All project applications must be signed by the permit holder. All pages must be initialed by permit holder. Any additional pages submitted with applications must be signed and dated as well.

When completing a project application include the drawing or blueprint along with any other notes that may be relevant to the project.

Please contact the Lake Manager at 701-584-2201 or 701-390-6355 for questions or concerns. You may also direct questions or concerns to [recreation@laketschida.com](mailto:recreation@laketschida.com). Permit holder and contractors may contact the office at any time. Project applications can be submitted by email or USPS Mail at: TCJDA PO Box 118 Elgin, ND 58533.