CITY OF HACKENSACK
ZONIG PERMIT APPLICATION

APPLICATION:

A. Applicant shall complete Zoning Permit Application and submit to the Zoning Department.
B. Application shall be accompanied by site plan drawing complete with the following minimum information:
    - Size of parcel, drawn to scale
    - Location on the parcel of all existing structures and their square footage
    - Location on the parcel of all proposed structures and their square footage
    - Existing and proposed driveway, access roads, parking, sidewalks and other impervious coverage
C. Application shall include drawings showing number of bedrooms in the structure.
D. Applications for riparian (lake) lots shall include a picture of the parcel as viewed from the lake.
E. Water Connection Charge (WCC), Sewer Connection Charge (SCC), Permit Fees, and Water Meter fees are due at time of meter hookup.
F. The corners of the property shall be marked or staked so as to be clearly visible.

REVIEW:

A. The Planning and Zoning Department shall review the application for completeness and assign a reference number to application, plans, and any other attachments. City Staff will indicate on the application the date that the application is complete. The applicant will be notified where additional information is needed.
B. The City Staff shall, based on submittals, compute the land use permit fee. This fee shall be paid by the applicant at the time the application is submitted. The fee is non-refundable.

ACTION:

In order to obtain a land use permit, the following must happen:

A. The Zoning Administrator must verify all current City billings and ensure that the applicant is current on all payments, including past due fees or charges.
B. The Zoning Administrator must ensure that the permit fee has been collected.
C. The Planning and Zoning Department must ensure that the proposed improvements meet the requirements of the Ordinance.

PLEASE NOTE: State Statutes provide the City up to 60 days to process land use applications. The City strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. Close coordination with the City Staff during the project design phase and submittals that are complete and accurate will help applicants avoid delays.

APP # _____

SF #_____

PF $_____

Date _____

DWSMA _____
For office use only

CITY OF HACKENSACK
ZONING PERMIT APPLICATION

Name of Applicant _____ Phone _____

Mailing Address _____ Email _____

City, State, Zip _____

Applicant is:

Legal Owner ☐
Contract Buyer ☐
Option Holder ☐
Agent ☐
Other _____

Title Holder of Property:
(if not applicant)

_____
(Name)

_____
(Address)

_____
(City, State, Zip)

_____

Signature of Owner, authorizing application (required): _____
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner):_____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Leagal Description of Property: _____

Property Parcel ID (# on Tax Statement)_____

APPLICATION IS HERBY MADE TO Erect☐, Repair☐, Alter☐, Extend☐, Remove☐, Demolish☐, Place☐, land and/or structures located at_____
at the cost of $_____ For the following uses: Resident___, Comercial___, other___.

Description of the proposed use for this property

_____

_____

_____

Each Application for permit to construct, alter or move a structure onto a lot shall be accompanied by a plain drawn to scale picture showing the dimensions of the lot, and the dimensions and location of the structure and/or accessory structure to be erected, altered or moved onto the lot.

Approved by the Zoning Department:

REV: MAY 2025

_____Date:_____

CHECKLIST

☐ Completed application, including signature of property owner

☐ Fee

☐ All current City delinquent charges paid

☐ Parcel located within Wellhead Protection Area? Yes or No

☐ Site plan with the following information, as a minimum (unless waived by P&Z Department):

- ☐ Size of parcel, drawn to scale
- ☐ Location on the parcel of all existing structures and their square footage.
- ☐ Location on the parcel of all proposed structures and their square footage.
- ☐ Existing and proposed driveway, access roads, parking, sidewalks and other impervious coverage
- ☐ Location on the parcel of existing sewage treatment systems and wells and their distance from property lines, structures and each other.
- ☐ Picture of parcel taken from the water (Shoreline Residential and Shoreline Commercial parcels only).

***** WCC, SCC,PERMIT FEES and WATER METER FEES DUE WHEN PERMIT IS ISSUED!**

CITY OF HACKENSACK CONTACT INFORMATION

City of Hackensack:

Rob Triplett
208 First Street N
Hackenack, MN 56472
Phone: 218-820-0823
Email: rob@cityoffhackensackmn.gov