



PROPERTY IDENTIFICATION

FEE: \$ _____

ESCROW AMOUNT: \$ _____

PROJECT ADDRESS _____ DATE _____

PROPERTY LEGAL DESCRIPTION _____

ZONING DISTRICT _____ PROJECT DESCRIPTION _____

(if needed, please attach additional pages for legal description or project description)

ACTION REQUESTED

_____ Conditional Use Permit

_____ Zoning Amendment

_____ Variance

_____ Site Plan Review

_____ Comprehensive Plan Amendment

_____ Planned Unit Development

_____ Subdivision (lot split, lot combination, lot line adjustment)

_____ Pre-application Consult

An escrow fee is also required for all land use applications to offset the costs of attorney and engineering fees. The fees for requested action are attached to this application.

The applicant is responsible for the completeness and accuracy of all forms and supporting material submitted in connection with any application. All supporting material (i.e., photos, sketches, etc.) submitted with the application becomes the property of the City of Medicine Lake. **Only one copy of supporting materials is required. Review the Checklist to the Planning Administration Application Form for the complete list of required items that must be submitted.**

I hereby certify that I have read and examined this application and know the same to be true and correct. I further certify I will comply with the permit if it is granted and used. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

REQUIRED

IF OTHER THAN PROPERTY OWNER

Property Owner _____

Representative _____

Mailing Address _____

Mailing Address _____

City, State, Zip _____

City, State, Zip _____

Telephone No. _____

Telephone No. _____

Email _____

Email _____

Signature _____

Signature _____

FOR CITY USE ONLY

Case No. _____

Date Filed _____

Date accepted as complete: _____

Accepted by: _____

Date of Receipt _____

Receipt No. _____

Recorded by _____

Additional Information

Payment of Fees: The applicant acknowledges that before this request can be considered, all required information and fees (including all up front escrow deposits) must be paid to the City. If additional fees are required to cover costs incurred by the City, the City has the right to require additional payment. Such expenses may include (but are not limited to) personnel costs, fees for consultants, legal assistance and other professionals, recording fees, along with other overhead costs. The amount of escrow is determined by the City of Medicine Lake fee schedule in effect at the time of the application submittal. The applicant also acknowledges that it may be required to file, at his or her expense, appropriate resolutions, agreements or other documents evidencing approval of the application. The applicant agrees that the City may withhold the issuance of a building permit until all financial matters are resolved. If need be, the City reserves the right to pass outstanding balances from this application to Hennepin County to be assessed on the following year's property taxes for the property involved as indicated on page one of this application and the Property Owner agrees to such assessment.

- Per M.S. 71.462, an applicant may request that the City provide a written, nonbinding estimate of the anticipated consulting fees to be charged to the applicant based on information available at the time of application. By checking this box, I request that the City provide that estimate, and I acknowledge that by making this request, the application shall not be deemed complete until the city has:
1. provided an estimate to the applicant;
 2. received the required application fees as specified by the city;
 3. received a signed acceptance of the fee estimate from the applicant; and
 4. received a signed statement that the applicant has not relied on the estimate of fees in its decision to proceed with the final application from the applicant.

Agenda Deadline: The deadline for submittal of land use applications is the last day of the month preceding the month of Planning Commission review. For example, to be on the Planning Commission agenda for November the complete application would need to be submitted by the last day in October. **The application is required to be deemed complete by the deadline in order to be scheduled on the agenda.**

Application Submission: Applications should be submitted in electronic form to the zoning administrator at the following address: Brad Scheib, HKGi, 800 Washington Avenue N, Suite 103, Minneapolis, MN 55401 Phone: 612.252.7122—email brad@hkgi.com

Notice of Meeting Attendance: In order for the Planning Commission and City Council to consider any application, the applicant or a representative designated in writing before the meeting must be present at the scheduled meeting. If not, the matter will be tabled until the next available agenda.

Accessibility to Property for Site Review: The signature of the Property Owner on this form hereby grants City Consultant Staff and City officials access on to the subject property for the purpose of conducting a site visit as part of the project review and consents to the review of such records of the Owner, Applicant or otherwise relating to the development as are necessary.

Regular Meeting Schedule: The Planning Commission meets the third Thursday of every month at 6:00 PM. The City Council meets the first Monday of every month at 6:00 PM. Applicants are advised that additional meetings and/or workshops are scheduled when necessary. Notice of these meetings is posted at City Hall.

Pre-Construction Meeting: For any land use application involving the construction or demolition of a structure, a pre-construction meeting is required. Mandatory meeting attendees include the property owner, the general contractor or permit holder, the Building Inspector, and Public Works Superintendent. The City Engineer and/or Zoning Administrator may also attend if related issues exist. The primary focus of the meeting is to clarify primary contacts for the demolition or construction activity, the roles of city representatives, terms of the construction management plan (if required) and its provisions, escrow and its application, insurance, review of the project plans and conditions imposed for their approval, and the intended construction schedule.

For specific information regarding conditional use permit, variance, and other land use questions, please review the information sheets provided on the city web site (www.cityofmedicinlake.com) or contact the zoning administrator Brad Scheib - Phone: 612.252.7122—email brad@hkgi.com.

Checklist for Planning Applications

The Zoning Administrator can help determine what materials are necessary. Contact Brad Scheib at 612-252-7122 or brad@hkgi.com with questions. Incomplete or unclear applications/plans will be returned to the applicant and may result in delay of application processing.

All Applications Must Include:

- The application form completed and signed by the property owner or owner's authorized representative.
- A complete legal description of subject property. This is found on the property deed or survey.
- Letter to the Planning Commission describing the proposed use in detail and indicating how this use will affect, or is compatible with, adjacent uses or areas. If the request is for a variance, the narrative must address the 'practical difficulty' provision.
- Other information as may be required to permit the Planning Commission to make the required findings for approval of the specific type of application.

Applications Involving New Construction or Exterior Improvements Must Also Include:

- Building plans clearly dimensioned and drawn and published to scale.
- Site survey depicting existing conditions and pertinent legal information including easements.
- A site plan depicting the following:
 - Exterior property lines, easements, lot width and depth and lot area
 - Location, elevation, size, height of building or addition, dimensions, materials and proposed use of all buildings and structures (including retaining walls, fences) existing and proposed.
 - Distances between all structures and from all property lines or easements to structures.
 - Buildings on adjacent properties, together with distances from property lines.
 - Pedestrian, vehicular and service points of ingress and egress.
 - All off-street parking spaces, driveways, loading docks and maneuvering areas with dimensions for driveway widths and parking space sizes.
 - Existing significant natural features such as floodplains, wetlands, streams, etc.
 - All major existing trees on the site (4 inch caliper or greater), giving type, location, size and other site coverage conditions.
 - Zoning information including setbacks and hardcover calculations broken down by cover type.
 - Existing and proposed utilities (private and public on site)
- Stormwater Pollution and/or Erosion Control Plan
- Building elevations from all sides. A 3D rendering or model may be required if a project requires a variance that affects views or additional detail is needed to fully understand project impacts.

Applications Involving Changes in Grading or Landscaping Must Also Include:

- Existing and proposed grading plan showing direction and grade of drainage through and off the site; indicate any proposed drainage channels or containment facilities.
 - Applications for new structures on slopes of 12 percent or greater must include an accurate topographic map. The map must contain contours of two-foot intervals for slopes of 12 percent or greater. Slopes over 24 percent shall be clearly marked.
- Landscape plan showing number of plants, location, varieties and container sizes, as well as the location of all seeding, sod, and mulching.

PLEASE SUBMIT ALL PLANS IN PDF FORMAT AT A SCALE OF 1:20 BUT NO SMALLER THAN 1:50