

City of Motley

Land Use Application & Review Process

APPLICATION:

- A. This form is to be used for all structures, grading or filling, stairways, signs attached flat against a structure.
- B. Applicant shall complete Land Use Application and submit to the City Clerk.
- C. Application shall be accompanied by a site plan drawing that is complete with the following minimum information (as close to scale as possible):
 - Size of parcel
 - Location on the parcel of all existing structures, their square footage and distance from all property lines, setbacks (including road, bluff, and shoreline) and each other
 - Location on the parcel of all proposed structures and their square footage, distance from all property lines, setbacks (including road, bluff, and shoreline) and each other
 - Location on the parcel of existing and proposed sewage treatment systems and wells and their distance from property lines, structures and each other
 - Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks
- D. By signing the application, the applicant and/or landowner is agreeing to allow the Zoning Administrator the right to conduct a site visit on the property to ensure the proposal meets the requirements of the Ordinance. Additional site visits by the Administrator will result in additional fees.

REVIEW:

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. 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 Staff shall, based on submittals, compute the Land Use Permit Fee. This fee shall be paid by the applicant at the time the permit is issued and picked up at City Hall.

ACTION:

In order to obtain a Land Use Permit, the following must happen:

- A. The Zoning Administrator must review and approve the application.
- B. The City Clerk must verify all current billings and insure that the applicant is current on all payments.
- C. The City Clerk must insure that the permit fee has been collected.
- D. The Zoning Administrator must insure that the proposed improvements meet the requirements of the Ordinance.

PLEASE NOTE: Per statute, the City has 60 days in which to review and make a decision on land use applications. However, the City strives to process all applications as soon as they are received, usually within 7 – 15 days. 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. No construction can begin until the permit is complete and approved.

City Staff Verification

Clerk: _____

Date received: _____

Date issued: _____

Land Use Application

ZONING CHECKLIST

- ☐ Completed application, including signature of property owner
- ☐ Fee (checks are to be made out to the City of Motley)
- ☐ All current City charges paid
- ☐ No outstanding violations
- ☐ Site plan as close to scale as possible with the following information, as a minimum (unless waived by Zoning Administrator):
 - ☐ Size of parcel and dimensions
 - ☐ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - ☐ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - ☐ Location on the parcel of existing and proposed sewage treatment systems (ISTS) and wells and their distance from property lines, structures and each other
 - ☐ Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks

FOR COMMERCIAL USE ONLY

- ☐ Yes ☐ No Are planning to complete work in the Right-of-Way, (obstruction or excavation)? If yes, please complete **Right-of-Way Application**, additional fee may be required)
- ☐ Yes ☐ No Are you planning any excavation with your project (grading, bring in fill, vegetation removal)? If yes, additional permit and fee may be required.
- ☐ Yes ☐ No Are you proposing any signs (new or replacement) with your project? If yes, please complete **Sign Application**, additional fee may be required.
- ☐ Yes ☐ No Are you proposing any landscaping with your project? If yes, please include on site plan drawing.

CONTACT INFORMATION

Contracted Planning and Zoning
Administrator:

Katie Kostohryz
Sourcewell
PO Box 219
Staples, MN 56479
Phone: (218) 541-5510
katie.kostohryz@sourcewell-mn.gov

CITY OF MOTLEY
LAND USE PERMIT APPLICATION

APP # _____
Date _____
Fee _____
Check# _____
(for office use only)

All structures and appurtenances shall be constructed in accordance with the general standards of the building industry. The City does not examine plans nor assume liability for the structural stability or quality of any structures.

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address (if different) _____

Email (optional): _____

Applicant is:

Title Holder of Property: *(if not applicant)*

Legal Owner () _____

Contract Buyer () _____

Option Holder () _____

Agent () _____

Other _____

(Name)

(Address)

(City, State, Zip)

Property Parcel ID (Found on Tax Statement) _____

Contractor Name _____ License # _____

Zoning District _____

Dimension of structure:

Width: _____ Length: _____ Square feet: _____

Height: _____ (measured from highest ground level to peak)

State nature of request in detail: (What are you proposing for the property? If a new structure, indicate the use of the structure, height, total sq. ft, and foundation type.)

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.)

Approved by the Zoning Administrator: _____ Date: _____

Land Use Application

Impervious Surface Calculation for Your Lot

Name: _____ Address _____

	Structure or Impervious Surface	Dimensions	Total sq. ft.
1	Existing or Proposed Structure		
2	Proposed Structure Addition		
3	Existing Accessory Structure		
4	Existing Accessory Structure		
5	Proposed Accessory Structure		
6	Sidewalks		
7	Deck with Impervious Below		
8	Deck with Impervious Below		
9	Patio(s)		
10	Driveways and Parking Areas		
11			
12			
13			
		Total Impervious Surface (A)	

Existing Lot Dimensions:

_____ X _____ = _____ sq. ft. (B)

Impervious coverage (A divided by B multiplied by 100)

(A) _____ ÷ (B) _____ x 100 = _____ %

Site Plan



Include: Property lines, water features, existing and proposed structures, septic systems, wells and roads. Include all setbacks to features

