



# GENERAL LAND USE APPLICATION <sup>1</sup>

Application No: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Date Complete: \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Base Fee: \_\_\_\_\_  
 Escrow: \_\_\_\_\_

**Instructions:** Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the Zoning Administrator, and prior to acceptance of required processing fees and escrows.

## PROPERTY INFORMATION

Property Identification Number (PID): \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Other information: \_\_\_\_\_

## APPLICATION INFORMATION

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

## PROPERTY OWNER INFORMATION (if other than applicant)

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

## REQUEST

Comprehensive Plan Amendment	_____	Site and Building Plan Review	_____
Ordinance Amendment (text or map)	_____	Subdivision Sketch Review	_____
Conditional Use Permit	_____	PUD (concept plan/development)	_____
Interim Use Permit	_____	Preliminary Plat	_____
Administrative Permit	_____	Final Plat	_____
Variance	<input checked="" type="checkbox"/>	Minor Subdivision	_____
Appeal	_____	Other:	_____

## DESCRIPTION of REQUEST (attach additional sheets as necessary)

Existing Use of Property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Nature of Proposed Use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason(s) to Approve Request: \_\_\_\_\_  
 \_\_\_\_\_

**DESCRIPTION of REQUEST (attach additional sheets as necessary)**

Please describe any previous applications pertaining to the subject site:

Project Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Nature of Request: \_\_\_\_\_

**APPLICATION FEES AND EXPENSES.** The undersigned has paid the application fees and posted the required escrows for this application. The undersigned agrees to pay all expenses incurred by the City of Spring Park for review and processing of this application, including expenses for legal, planning, engineering, administrative and/or other professional services. If these expenses exceed the application fee paid and the posted escrows, the undersigned understands and agrees that it is the responsibility of the applicant and the property owner to pay such expenses in full within 30 days of receiving a bill from the City. If the City does not receive payment in full within 30 days of the date of the bill, the City may approve a special assessment against the property for the full amount of such unpaid expenses, and the property owner specifically agrees to such an assessment and waives any and all appeals under Minnesota Statutes Section 429.82. All fees and expenses are payable in full whether the application is approved or denied. Escrow funds received in excess of the City's expenses for review and processing of the application will be returned to the applicant/property owner.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements and are complete to the best of my knowledge.

I understand that this application will be processed in accordance with established City review procedures and MN Statutes Section 15.99, as amended, supplemented or replaced from time to time, at such time as it is determined to be complete. Pursuant to MN Statutes Section 15.99, as amended, supplemented or replaced from time to time, the City will notify the applicant within (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

A complete application shall include a completed and signed application form, payment of all required fees and escrows, and a complete plan submission for the specific application.

I acknowledge and grant permission to any city staff members, city consultants, council members or planning commission members to access the property named in this application, at any time during this application process, in order to view, evaluate and understand this request.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_