



**CITY OF SPRING PARK**

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**DOCK PERMIT  
APPLICATION CHECKLIST**

A permit issued by the City of Spring Park is required for the mooring or storing of boats at docks accessory to a property by persons other than the property owner or occupant. Issuance of a dock permit allows the mooring or storing of boats by such persons subject to certain conditions and restrictions. Please refer to the Spring Park City Code for additional details.

**Applications that are not accompanied by the below required information and documentation are considered incomplete and returned to the applicant:**

- Complete and signed application.
- Application fee
- Site Plan drawn to scale which shows:
  1. Number and location of all boat slips/mooring spaces.
  2. Number and location of all required parking spaces.
  3. Location of all public restroom facilities.
  4. Location of all public trash receptacles.

**Please note the following:**

- We do not accept credit card payments. Payments can be made by cash or check.
- All other application materials can be received via email.

**APPENDIX A – FEE SCHEDULE – CH. 11 – DOCKS**

		<b>Fee</b>
§11-12	<b>Annual application fee – dock permit</b>	200.00
§11-31	Violation – 1 <sup>st</sup> offense	250.00
§11-31	Violation – 2 <sup>nd</sup> offense	500.00
§11-31	Violation – 3 <sup>rd</sup> offense & additional offenses	750.00



Permit No.	-	DL
# of docks	_____	

**CITY OF SPRING PARK**  
**DOCK PERMIT APPLICATION**

**APPLICANT INFORMATION:**

_____		_____	
Applicant (Business Name)		Applicant Phone	
_____	_____	_____	_____
Applicant Address	City	State	Zip Code
_____		_____	
Name of Main Contact		E-mail Address of Main Contact	
_____		_____	
Property Owner of Record (if different from Applicant)		Property Owner's Phone	

**DOCK DETAILS:**

Has a Multiple Dock Permit been issued by the LMCD?  Yes  No

Total number of Boat Slips/Mooring Spaces available: \_\_\_\_\_

Total number of Slips/Spaces to be used by persons other than the Mortgagors/Occupants of the property: \_\_\_\_\_

Number of feet of property shoreline: \_\_\_\_\_

**SITE PLAN DETAILS:**

**PARKING REQUIREMENTS**

*In addition to resident and guest parking required by Section 3, Subd. G of the Spring Park Zoning Ordinance, an applicant for a dock permit must provide one (1) parking space for every three (3) boat slips at docks serving the property. Location of all required parking spaces must be included on your attached site plan.*

Total number of parking spaces on the property? \_\_\_\_\_

Number of parking spaces designated for boat slip parking? \_\_\_\_\_

**GARBAGE & SANITATION**

*An applicant for a dock permit must provide public restroom facilities and trash receptacles. Location of all trash receptacles and public restroom facilities must be included on your attached site plan.*

Are your outdoor trash receptacles accessible and available for boat slip guests?  Yes  No

Do you provide portable bathrooms outdoors for boat slip guests?  Yes  No

Do you make indoor bathrooms available for boat slip guests?  Yes  No

If yes, are the bathrooms located in a locked or secure area?  Yes  No

If yes, please describe how boat slip guests are able to access the bathroom facilities at your site:

**APPLICANT ACKNOWLEDGMENT AND SIGNATURE:**

In the course of your application for a permit, you may be asked to supply non-public data. The purpose and intended use of this data is to provide a means for the City to evaluate whether you comply with the application requirements for the general permit application. You may refuse to supply the requested data, but this may result in an incomplete application which may result in your application being denied. This non-public data may be reviewed by the City of Spring Park, employees of the City of Spring Park who are assigned to review such information, and the City of Spring Park's legal consultant. In addition, this data may be reviewed by specific advisory boards and subcommittees of the City of Spring Park, who assist the City in evaluating your application. You hereby agree to release the data to those boards and subcommittees for the purpose of effectuating that review.

The undersigned applicant agrees to comply with all applicable codes, ordinances, rules, and regulations of the City of Spring Park and the Lake Minnetonka Conservation District, including, but not limited to, all codes, ordinances, rules and regulations governing noise, nuisance, trespass, disorderly conduct, parking, and permissible number of restricted watercraft.

The undersigned applicant acknowledges and understands that administrative fines may be imposed, and the permit may be suspended and/or revoked for violations of the conditions and restrictions contained in Chapter 11 of the City Code. No permit will be issued if there are any unpaid administrative fines from a previous year.

The undersigned has fully read and understands this application and Spring Park City Code Chapter 11 regarding dock regulations and agree to respect and obey all regulations of Spring Park's City Code with regard to docks. Therefore, the undersigned acknowledges and understands that docks may be used for the personal recreational use of the boat owners and their guests only. **A dock permit DOES NOT allow boats or docks to be used for commercial or business enterprises of any kind** (including, but not limited to, guide services, cruise services, fishing charters or other charter services, boat clubs, water taxis, docking services for boats stored off-site or boat repair services).

The undersigned represents and warrants that the undersigned is authorized to represent, act on behalf of and bind the applicant.

Also, the undersigned does hereby agree to defend, indemnify, and hold harmless, the City of Spring Park, its officers, employees and agents, for any and all claims, causes of action, lawsuits, losses or expenses, including reasonable attorney's fees and costs, on account of bodily injury, sickness, disease, death, and property damage as the result of any action of the undersigned.

The undersigned applicant states that the information contained in this application is true, correct and complete. If any information contained in this application is found to be false or to constitute a substantial misrepresentation, the application will be denied and/or the permit revoked.

Applicant Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**(For office use only)**

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Date application received: _____	Fee Amount: _____	Receipt/Check #: _____
Site Plan attached? _____Yes ___No Any	City Council Approval? _____Yes _____No	
unpaid administrative fines? _____Yes ___No Orono	Date of Approval: _____	
Police Dept Notes Attached? _____Yes _____No	Permit #: _____	Date Issued: _____

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_