



LAND USE REQUEST APPLICATION FORM

CITY OF GRANT

Mailing Address: P.O. Box 577
Willernie, Minnesota 55090
Town Hall: 111 Wildwood Road
Phone: (651) 426-3383 Fax: (651) 429-1998
E-mail: cityclrk@visi.com

Receipt No. _____

ESCROW: _____
FEE: _____

Makes checks payable to City of Grant.

Street Location of Property: _____
 Legal Description of Property: _____
 Parcel Identification Number (PIN): _____
 Fee Owner: Name: _____ Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Applicant (if other than owner):
 Name: _____ Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Type of Request: Conditional Use Permit (CUP) Variance
 Subdivision, Major (> 2 lots) EIS or EAW
 Subdivision, Minor (2 lots) PUD
 Rezoning Other: _____
 Comprehensive Plan Amendment
 Description of Request (be as specific as possible, attach additional sheet if necessary): _____
 Present Zoning Classification: _____ Total Acres: _____
 Is there contiguous property under the same ownership? _____
 Proof of Ownership: _____ Deed _____ Title Opinion _____ Attorney Letter _____ Abstract _____
 Existing Use of the Property: _____
 Proposed Use of the Property: _____
 Has a request for Rezoning, Variance or Special Use Permit on the subject site or any part thereof been previously sought?
 _____ When? _____

All requests for planning action must be accompanied by a completed Checklist Form and appropriate notations of compliance. Applicant understands that all fees incurred resulting from the review of this request will be the responsibility of the undersigned. **This application will not be considered until all fees and escrow amounts are paid in full.**

Signature of Applicant: _____ Date: _____

For City Use Only: Date Filed: _____
 Fee and Escrow Amounts Paid in Full: Yes OR No Total Amount (See Above): _____
 Accepted as Complete on: _____ Received By: _____
 60 Day Deadline: _____ Last City Council meeting date before the 60 day deadline: _____
 Approved Denied by the Planning Commission on _____
 Approved Denied by the City Council on _____

Extension of Time Deadlines: You are hereby notified that this application is not complete until reviewed by the City Planner, City Engineer and City Attorney. The City Planner, City Engineer or City Attorney will notify you within 10 days if your application is complete. The City of Grant may extend the time deadlines pursuant to M.S. Section 15.99 with respect to the written request you have made to the City. The extension may be made for an additional sixty (60) days. In the event the City deems an extension is necessary it will advise you in writing as to why it extended the deadline, as well as, provide you with a date when the City will complete its deliberation on your application.

References: In signing this application, I hereby acknowledge that it is the applicant's responsibility to know the requirements of the City code. References for sale from the City Clerk include Grant's Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and other ordinances. The Shoreland Management, Mining, and Floodplain ordinances, Individual Sewage Treatment System Regulations manual and aerial photos may be obtained from Washington County offices in Stillwater. Most ordinances are posted on the City website, although only copies from the City/County offices should be considered official.

Acceptance: I understand that this application shall not be accepted by the City until all information and copies as required by Ordinance or Resolution of the City Council have been provided to the City Clerk and fees are paid. The fact that the City Clerk accepts an application does not imply that it is accurate or complete. That determination is only made after a thorough review by the City Planner, City Engineer and others as defined by Ordinance.

Financial: Fees include an application fee and administration fee as adopted by Resolution of the City Council, and a deposit to be specified by the City Clerk for the purpose of paying all processing expenses incurred by the City in this matter. If expenses are greater than the initial deposit, further funds must be deposited by the applicant or the process stops and a delay may result.

I understand that I am responsible for, and hereby agree to pay all expenses, incurred by the City, with regard to this Application. This will include administrative costs, planning, engineering and legal fees, and other professional consultant fees that the City may incur. These expenses shall be paid by me, the Applicant, before any City approval is given. I agree that the City may withhold the issuance of any permits or licenses which I seek (including Building Permits) if I am delinquent in the payment of any City costs or fees.

I further understand that the deposit or escrow amount collected for the payment of expenses may be held for a period of up to one year from the date of application, or in the case of a minor or major subdivision, until the project has been completed and all necessary disbursements are made to the satisfaction of the City.

Site Visits: The undersigned hereby consents that the City of Grant officials, employees, appointed commissioners and consultants hired by the City may enter the property to inspect the layout of structures, proposed placement of planned structures and additions, and the property's site features and dimensions.

Property Owner Applicant (if not property Owner)

The following documents were supplied to the applicant:

_____ **Timelines Resolution**

_____ **Fee Schedule**

_____ **Minor Subdivision Guideline**

_____ **Conditional Use Permit Guideline**

_____ **Calendar of Meetings**

_____ **Major Subdivision Guideline**

_____ **Variance Application Guideline**

_____ **Other:** _____