



Date Received by City: _____
Application Number: _____
Fee Paid (Non-refundable): _____
Check # _____ Cash _____ CC _____

Land Use Permit Application

Application Information

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ Email _____

City, State, Zip _____

Property ID _____ Zoning District _____

Applicant is:

Legal Owner ()

Contract Buyer ()

Option Holder ()

Agent ()

Other _____

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

(Name)

(Address)

(City, State, Zip)

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.)

Contractor Name _____ License # _____

Estimated Value of Proposed Structure _____

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.)

Approved by the Zoning Administrator: _____ Date: _____

Site Plan



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

Blank site plan area for drawing.

Application

- Applicant shall complete Land Use Application and submit to the City.
- 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
- Application shall include drawings showing number of bedrooms in the structure.
- Application shall include elevation drawings showing proposed structure height.
- Application shall include Sewer Compliance Inspection certificate.
- Applicant shall include the signature of the title owner of the property.
- 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.

Review

- 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.
- The Staff shall, based on submittals, compute the Land Use Permit Fee. This fee shall be paid by the applicant at the time the application is submitted.

Action

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

- The Zoning Administrator must review and approve the Sewer Compliance Inspection report.
- The City Clerk must verify all current billings and ensure that the applicant is current on all payments.
- The City must ensure that the permit fee has been collected.
- The Zoning Administrator must ensure that the proposed improvements meet the requirements of the Ordinance.
- The approved permit is then valid for 12 months.

PLEASE NOTE: The City has 60 days in which to review and make a decision on land use applications, although the City strives to process all applications as soon as they are received. 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.

Land Use Permit Applicant: Property Owner

*This page is to be filled out if you are building the structure as your own general contractor. If you have a licensed general contractor doing your construction, you do not need to fill this portion of the application.

I, _____, understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. This license requirement applies to owners of residential real estate who build or improve such property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at _____, is the only residential structure I have built or improved in the past 24 months.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. §326B.082, subd. 16 and can also result in a fine of up to \$10,000. I further state that I understand that the filing of a false statement with the City may also result in criminal prosecution and/or civil penalties pursuant to applicable city ordinances and/or state statutes.

I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City for compliance with all applicable building codes and city ordinances in connection with the work being performed on this property. I also understand that if I hire an unlicensed contractor, my only recourse in the event I have a dispute with my contractor will be to pursue private civil action (lawsuit) against the contractor, and that even if I am successful in a lawsuit, I will not be able to make a claim for compensation from the Contractor Recovery Fund, the state's consumer protection program for licensed contractors.

Signature: _____

Date: _____

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, at (651) 284-5069 or 1-800-657-3944, or visit their website at: www.dli.mn.gov/CCLD/RBC.

Check List

- _____ Completed application, including signature of property owner
- _____ Fee
- _____ Sewer Compliance Inspection Report
(5 years from installation date - New Installation)
(3 years from installation date – Existing System)
- _____ 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 P&Z Administrator):
 - _____ Size of parcel and dimensions (A certificate of survey may be required)
 - _____ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level)
 - _____ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level)
 - _____ Location on the parcel of existing and proposed sewage treatment systems (ISTS) and wells and their distance from property lines and structures
 - _____ Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks
- _____ Building plans and elevations
- _____ No outstanding violations

Contact Information

Planning and Zoning
Administrator:

Bethany Soderlund
Sourcewell
202 12th St NE
Staples, MN 56479

Phone: (218) 855-9605
bethany.soderlund@sourcewell-mn.gov

City Clerk:

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Manhattan Beach City Hall
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Manhattan Beach, MN 56442
218-692-3914