

CITY OF PEQUOT LAKES
LAND USE PERMIT APPLICATION

APPLICATION:

- A. Applicant shall complete Land Use Permit Application and submit to the Zoning Department.
- B. Application shall be accompanied by site plan drawing complete with the following minimum information:
 - Size of parcel, drawn to scale
 - Location on the parcel of all existing structures and their square footage
 - Location on the parcel of all proposed structures and their square footage
 - Existing and proposed driveway, access roads, parking, sidewalks and other impervious coverage
- C. Application shall include drawings showing number of bedrooms in the structure.
- D. Application shall include elevation drawings showing proposed structure height.
- E. Applications for riparian (lake) lots shall include a picture of the parcel as viewed from the lake.
- F. Application shall include Sewer Compliance Inspection certificate. (if ISTS) or new Design.
- G. Water Availability Charge (WAC), Sewer Availability Charge (SAC) and Water Meter fees are due at time of meter hookup.
- H. The corners of the property shall be marked or staked so as to be clearly visible.

REVIEW:

- A. The Planning and Zoning Department shall review the application for completeness and assign a reference number to application, plans, and any other attachments. City 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 City 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. The fee is non-refundable.

ACTION:

In order to obtain a land use permit, the following must happen:

- A. The City Zoning Administrator must review and approve the Sewer Compliance Inspection report.
- B. The Zoning Administrator must verify all current City billings and insure that the applicant is current on all payments, including past due fees or charges to Crow Wing County.
- C. The Zoning Administrator must insure that the permit fee has been collected.
- D. The Planning and Zoning Department must insure that the proposed improvements meet the requirements of the Ordinance.

PLEASE NOTE: State Statutes provide the City up to 60 days to process land use applications. 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.

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LAND USE PERMIT APPLICATION**

APP # _____
SF # _____
Date _____
DWSMA _____
For office use only

Name of Applicant _____ Phone _____

Mailing Address _____ Email _____

City, State, Zip _____

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.)

Location of property involved in this request:

Property Parcel ID (# on Tax Statement) _____
Zoning District _____, Lake Name _____

State nature of request in detail: (What are you proposing for the property? If a new dwelling, indicate number of stories and foundation type.)

Approved by the Zoning Department: _____ Date: _____

CHECKLIST

- _____ Completed application, including signature of property owner
- _____ Fee
- _____ Sewer Compliance Inspection (if ISTS)
- _____ All current City and delinquent County charges paid
- _____ Parcel located within Wellhead Protection Area? Yes or No
- _____ Site plan with the following information, as a minimum (unless waived by P&Z Department):
 - _____ Size of parcel, drawn to scale
 - _____ Location on the parcel of all existing structures and their square footage.
 - _____ Location on the parcel of all proposed structures and their square footage.
 - _____ Existing and proposed driveway, access roads, parking, sidewalks and other impervious coverage
 - _____ Location on the parcel of existing sewage treatment systems and wells and their distance from property lines, structures and each other.
 - _____ Picture of parcel taken from the water (Shoreline Residential and Shoreline Commercial parcels only).

***** WAC, SAC and WATER METER FEES DUE WHEN PERMIT IS ISSUED!**

CITY OF PEQUOT LAKES CONTACT INFORMATION

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