



City of Pine City

Planning and Zoning Application

For Use with Zoning Code Amendments, Re-Zoning Requests, Minor Subdivisions, Preliminary/Final Platting, Planned Unit Developments (PUD), Development Site Plan Reviews, Conditional Use Permits (CUP), Interim Use Permits (IUP), and Variances

SUBMIT APPLICATIONS TO: permits@pinecitymn.gov

An application becomes a numbered Planning & Zoning case after the review is complete and payment of fees. All information is required and must be completed.

Applicant Name:	Owner Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Email:	Email:

Developer:	Architect/Engineer:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Email:	Email:

Parcel Identification Number (PID): 42.

Gross Acres:

Zoning Classification/District:

Address of Parcel:

	Residential Units	Commercial Units
Number of Units		
Average Square Footage of each Unit		
Average Lot Size		
Total Off-Street Parking Spot		

SELECT PLANNING & ZONING REQUEST:	FEE:	ESCROW:
<input type="radio"/> Conditional Use Permit (CUP)	\$396	\$500-\$1,000 **
<input type="radio"/> Interim Use Permit (IUP)	\$396	\$500-\$1,000 **
<input type="radio"/> CUP/IUP Amendment	\$396	\$500-\$1,000 **
<input type="radio"/> Minor Subdivision/Lot Rearrangement/Re-plat	\$396	\$500-\$1,000 **
<input type="radio"/> Plat – Preliminary	\$400	Residential 1-10 lots & Commercial <2 acres = \$4,000 & Larger = \$8,000 **
<input type="radio"/> Plat – Final	\$400+\$5 per Lot	Included in Preliminary Plat
<input type="radio"/> Planned Unit Development	\$50/acre	\$4,000-\$20,000 **
<input type="radio"/> PUD Amendment	\$250	\$500-\$1,000 **
<input type="radio"/> Site Plan Review (Development/Change in Use)	\$396	\$500-\$1,000 **
<input type="radio"/> Variance	\$396	\$500-\$1,000 **
<input type="radio"/> Zoning Amendment/Rezoning Request	\$396	\$500-\$1,000 **
<input type="radio"/> Lot Combination	\$200	\$500-\$1,000**

Description of Request: _____

Reason for Request: _____

Required Attachments:

- Full legal description
- Scaled map of property, in electronic form, which correlates with the legal description and location of the property. In some instances, a survey by a registered land surveyor or site plans developed by a qualified land planner, registered professional architect or engineer will be required (see below).

Minor Subdivisions Preliminary Plats Final Plats Lot Combination	<input type="checkbox"/>	Survey by a registered land surveyor showing the original lot and proposed subdivisions/plats, including: <ol style="list-style-type: none"> 1. Name of subdivision/plat/combination 2. Date & north arrow 3. Scale (not less than 1 inch = 200 feet) 4. Proposed covenants 5. Name of sub-divider and surveyor 6. Title opinion or title insurance policy indicating fee ownership of land to be subdivided, if applicable 7. Designation of utilities to serve subdivision
Planned Unit Development Site Plan Review	<input type="checkbox"/>	Area Plan, drawn to scale by a qualified land planner, registered professional architect, engineer or land surveyor with the following: <ol style="list-style-type: none"> 1. Name of developer and name of the development 2. Lot lines and location, including dimensions, angles and size that correlate with the legal description of property 3. Scale, north point, boundary dimensions and date 4. Natural features (wood lots, streams, rivers, lakes), topography & wetland delineation 5. Site location map with existing man-made features 6. Location and size of all existing utilities 7. Identification of all adjacent properties and existing uses within 100 yards 8. Location of proposed structures, finished floor and grade line elevations 9. Existing proposed streets, right-of-way widths, driveways, sidewalks, etc. 10. Existing and proposed 100-year flood plain boundaries with reference to FIRM map panel number and date 11. Indicate lots that are more susceptible to street movement 12. Include stormwater retention, landscaping and lighting plans 13. Indicate proposed stages of development, if applicable
	<input type="checkbox"/>	Written statement describing: <ol style="list-style-type: none"> 1. General character of the PUD 2. Expected time frame and completion date 3. Current and ultimate ownership and maintenance of all parts of the development 4. How all necessary services will be provided and who will govern them 5. The anticipated population including school age children, adults and families

Authority to file application: Ownership Power of Attorney Contract to Purchase Other

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the process of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies.

*****The applicant is responsible for all costs incurred by the City associated with the review of Planning and Zoning Applications. The City will reimburse itself from the escrow deposit for all costs incurred in reviewing the planning and zoning application. If the escrow fee does not cover the external expenses, the City will require the submittal of an additional escrow deposit sufficient to cover any anticipated/expenses. Any remaining balance in the escrow account will be returned to the applicant upon final invoices from professional contracted services and City departments.***

Applicant's Signature: _____ **Date:** _____

Owner's Signature: _____ **Date:** _____