

CASE #: _____

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: _____ Address: _____ City/State/Zip: _____ Phone: _____ Email: _____ Developer: _____ Address: _____ City/State/Zip: _____ Phone: _____ Email: _____	Owner Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Email: _____ Architect/Engineer: _____ Address: _____ City/State/Zip: _____ Phone: _____ Email: _____
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Parcel Identification Number (PID): 42 - _____

Gross Acres: _____

Zoning Classification/District: _____

Address of Parcel: _____

	<i>Residential Units</i>	<i>Commercial Units</i>
Number of Units:		
Average square foot of each unit:		
Average Lot Size:		
Total Off-Street Parking Spots:		

Select Planning & Zoning Request:	Fee	Escrow
<input type="checkbox"/> Conditional Use Permit (CUP)	\$396	\$800
<input type="checkbox"/> Interim Use Permit (IUP)	\$396	\$800
<input type="checkbox"/> CUP/IUP Amendment	\$396	\$800
<input type="checkbox"/> Lot Combination	\$146	\$800
<input type="checkbox"/> Minor Subdivision/Lot Rearrangement/Re-plat	\$396	\$1,000
<input type="checkbox"/> Plat - Preliminary	\$400	Residential 1-10 lots & commercial < 2 acres = \$4,000; Larger = \$8,000
<input type="checkbox"/> Plat - Final	\$400 +\$5 per lot	Included in Preliminary Plat
<input type="checkbox"/> Planned Unit Development	\$50/acre	\$4-20k
<input type="checkbox"/> PUD Amendment	\$250	\$1,000
<input type="checkbox"/> Site Plan Review (Development/Change in Use)	\$396	\$2,000
<input type="checkbox"/> Variance	\$396	\$500
<input type="checkbox"/> Zoning Amendment/ Rezoning Request	\$396	\$500

Description of Request: _____

Reason for Request: _____

Required attachments:

<p>All requests</p>	<input type="checkbox"/> Full legal description (from the deed) <input type="checkbox"/> Scaled map of property, in electronic form, which correlates with the legal description and location of 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).
<p>Amendments Re-zoning CUP/IUP Variance</p>	<input type="checkbox"/> Any written or graphic materials explaining the proposed change, development or use.
<p>Minor Subdivisions Preliminary Plats Final Plats</p>	<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 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 7. Designation of utilities to serve subdivision
<p>Planned Unit Development Site Plan Review</p>	<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 the 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: <input type="checkbox"/> Ownership <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Contract to purchase <input type="checkbox"/> Other			
<i>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.</i>			
Applicant's Signature	Date	Owner's Signature	Date

OFFICE USE ONLY			
DATE APPLICATION IS COMPLETE: _____	REQUEST FOR EXTENSION FILED: _____		
60 DAY REVIEW DEADLINE: _____	EXTENSION DEADLINE: _____		
PAYMENT INFO:			
RECEIVED BY: _____			
DATE RECEIVED: _____	FEE: _____		
DATE RECEIVED: _____	ESCROW: _____		
CASH _____	CK# _____	LAST 4 CC# _____	TOTAL PAID: _____

