

CITY OF EAST GULL LAKE
LAND USE PERMIT APPLICATION

APPLICATION:

- A. Applicant shall complete Land Use Permit Application and submit to the Zoning Administrator.
- 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 AND proposed structures and their square footage
 - Location on the parcel of all bluffs, wetlands, and easements
 - Location of existing and proposed sewer lines; showing all lateral connections within the Right of Way, and the distance of all sewer connection lines from all lot lines and all existing structures, proposed structures and improved surfaces. (if applicable)
 - Existing and proposed driveway, parking, sidewalks and similar improvements.
- C. Application shall include elevation drawings showing proposed structure height.
- D. Applications shall include pictures of the property from all sides.
- E. Application shall include Sewer Compliance Inspection (if applicable).

REVIEW:

- A. The Planning and Zoning Administrator 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 building permit fee. This fee shall be paid by the applicant at the time the application is submitted. The fee is non-refundable.

SITE REVIEW:

- A. A site review will be completed before any work proceeds.
- B. The applicant must call after the project is complete for the final site visit.

ACTION:

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

- A. The City Wastewater Superintendent must review and approve the Sewer Compliance Inspection report (for private septic).
- B. The City Administrator must review all current City billings and insure that the applicant is current on all payments.
- C. The City Clerk must insure that the permit fee has been collected.
- D. The Planning and Zoning Administrator must insure that the proposed improvements meet the requirements of the City Ordinance.

PLEASE NOTE: 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.

**CITY OF EAST GULL LAKE
LAND USE APPLICATION**

APP# _____
DATE _____
CHECK# _____
AMT _____
Field visit _____
Ordinance Review <input type="checkbox"/>
(for office use only)

Parcel ID # 87- _____ - _____ Zoning District _____

Property Address _____

Name of Property Owner _____ Phone: _____

Mailing Address _____ Email: _____

City, State, Zip _____

Contractor/Agent (if applicable):

(Name) Phone: _____

(Address) Email: _____

(City, State, Zip) License (Type & Number): _____
(PE, RLS, AIA, General Contractor, etc)

Square Feet of construction:
Main floor: _____
Above story(s) _____
Basement: _____
Deck(s): _____
Accessory structure(s) _____
Porch: _____
Patio: _____
Total Construction: _____
Driveway: _____
Other: _____
Total Impervious: _____
Building Height: _____ (in Feet)

- Residential Construction:
- New Residential Home
 - Addition to Existing Home
 - Residential Accessory Structure
(Garage, Deck, etc)
 - New E-911 Address

- Other Work:
- Shoreline Grading/Filling
 - Fence
 - Sign

- Commercial Construction:
- New Commercial Principal Structure
 - Addition to Existing Commercial Structure
 - Commercial Accessory Structure
(Garage, Deck, etc)

Name of Lake: _____

Shoreline or Rear Setback from structure _____ Road Setback _____ Side line Setback _____ Side line Setback _____

Sewer:

Municipal Sewer System Connection Reconnection

Individual Sewage Treatment System Existing System New System (ISTS Application Required for New System)

State nature of request in detail: (What are you proposing on the property?)

Existing Ground Floor Elevation: _____ (may use assumed elevation) Proposed Ground Floor Elevation: _____

Total amount of fill to be hauled **TO** the property (including landscaping materials): _____

Total amount of fill to be hauled **FROM** the property: _____

For fill removed from the property, indicate the disposal site: _____

Signature of Owner, authorizing application (required)

Signature of Applicant (if different than owner)

To the Owner and/or Applicant: by signing above you affirm that you have read and understand the instructions accompanying this application and that all information you have provided on this application form and accompanying application materials is true and correct.)

Approved by the Planning & Zoning Administrator: _____ Date: _____

SITE PLAN

You **must** include all buildings, existing and proposed, on your property and label them. You **must** include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads and public right of way, and any other pertinent setbacks.

I attest that the information provided in this sketch is true, accurate, and complete.

Owner/Applicant Signature

Date

Note to Applicants: You may visit <http://www.co.cass.mn.us/link/jsfe/index.aspx?defaultRole=Public> to download and print a map of your property. Site plans may also be prepared and submitted using this information. Applicants may submit a site plan not prepared on this form, however this form must be signed by the applicant and submitted with the required application form and required application fee.

CHECKLIST

- Completed application
- Payment of application fee
- Sewer Compliance Inspection (if applicable)
- All current City charges paid
- Site plan with the following information, as a minimum (unless waived by P&Z Administrator):
 - 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
 - Location on the parcel of all known bluffs, wetlands, and easements
 - Location of existing and proposed sewer lines; showing all lateral connections within the Right of Way, and the distance of all sewer connection lines from all lot lines and all existing structures, proposed structures and improved surfaces. (if applicable)
 - Existing and proposed driveway, access roads, parking, sidewalks and other impervious coverage
 - Picture of parcel taken from the water (R-3 and CW parcels only).

CITY OF EAST GULL LAKE CONTACT INFORMATION

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