



APP # _____
Date _____
Fee _____
4-403 (for office use only)

CITY OF CROSBY
LAND USE PERMIT APPLICATION

Name of Applicant _____ Phone _____
 Property Address (E911#) _____ Local Phone _____
 Mailing Address _____ Email _____
 City, State, Zip _____

Applicant is:		Title Holder of Property: <i>(if not applicant)</i>
Legal Owner	()	_____
Contract Buyer	()	(Name) _____
Option Holder	()	_____
Agent	()	(Address) _____
Other _____		_____
		(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.)

Property Parcel ID (8 Digit # on Tax Statement) _____

Zoning District _____

Will an address assignment (E911#) be needed? _____

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

Approved by the Zoning Administrator: _____ Date: _____

Impervious Surface Calculation for Your Lot

Name: _____ PID # _____

Property Address: _____

	Structure or Impervious Surface	Dimensions	Total sq. ft.
1	Existing or Proposed Dwelling		
2	Proposed Dwelling Addition		
3	Existing Accessory Structure		
4	Existing Accessory Structure		
5	Proposed Accessory Structure		
6	Sidewalks		
7	Decks		
8	Driveways and Parking Areas (gravel, tar, concrete, etc.)		
9	Patio(s)		
10			
11			
12			
13			
14			
		Total Impervious Surface	

Existing Lot Dimensions:
 _____ X _____ = _____ sq. ft.

CHECKLIST

- _____ Completed application, including signature of property owner
- _____ Land Use Permit 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
- _____ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
- _____ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
- _____ Location on the parcel of existing and proposed sewage treatment systems (ISTS) 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

CONTACT INFORMATION

Planning and Zoning Administrator:

Mitch Hinnenkamp, Zoning Administrator Office: 218-541-5512

PO Box 219

Staples, MN 56479

Email: planning@cityofcrosby.com

CITY OF CROSBY
LAND USE APPLICATION

APPLICATION:

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

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. 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 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:

To obtain a Land Use Permit, the following must happen:

- A. The Zoning Administrator must review and approve the Sewer Compliance Inspection report.
- B. The City Clerk must verify all current billings and ensure that the applicant is current on all payments.
- C. The Zoning Administrator must ensure that the permit fee has been collected.
- D. The Zoning Administrator must ensure that the proposed improvements meet the requirements of the Ordinance.

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.