



ADMINISTRATIVE
ZONING & SUBDIVISION
LAND USE APPLICATION

File / Permit Number

CITY OF ELKO NEW MARKET • PO BOX 99 • 601 MAIN STREET, ELKO NEW MARKET, MN 55020 • PHONE: (952) 461-2777 • FAX: (952) 461-2782

LAND USE PERMIT REQUEST (ADMINISTRATIVE)

(Check all that apply)

- Administrative Use Permit - General
- Administrative Subdivision (Lot Split)
- PUD – Minor Amendment / Modification
- CUP – Minor Amendment / Modification
- Sign - Permanent
- Sign - Temporary
- Temporary Commercial Seasonal / Outdoor Sales Permit
- Model Home / Temporary Real Estate Office
- Zoning Letter Request
- Easement Encroachment Request
- Special City Council Meeting
- Special Planning Commission Meeting
- Special Park Board Meeting
- Other _____

*Please note: Shed (<200 sq. ft.) and Fence Permits are processed using separate application forms.

DESCRIPTION OF REQUEST / PROJECT DETAILS

PROPERTY INFORMATION

Address: _____

Property Identification Number (PIN): _____

- See Attached Legal Description

Current Legal Description: _____



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PROPERTY OWNER INFORMATION

Property Owner(s): _____

Address: _____

Main Phone #: _____ Alternate Phone #: _____

Email: _____ Fax #: _____

APPLICANT INFORMATION (If Different Than Property Owner):

Applicant(s): _____

Title (position or relation to property owners): _____

Address: _____

Main Phone #: _____ Alternate Phone #: _____

Email: _____ Fax #: _____

COMPLETED APPLICATION

Administrative land use permit applications will not be considered complete until the following information and fees are received by the City of Elko New Market:

1. Proof of Land Ownership or Purchase Agreement
2. Completed Land Use Application Forms Including Signatures of all Property Owners
3. Paid Application Fee and Escrow Deposit
4. Submission Requirements as Determined by the City Code

Depending on the land use application request, the City will take action (approval or denial) within 60 - 120 days for zoning requests and within 120 days for subdivision requests. The City will not take action on land use applications determined to be incomplete.



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APPLICATION FEES & ESCROW RETAINER

FEES. Application fees are used for City staff and consultant time (such as research, investigation, case review, phone calls, emails, preparation of documents, etc.), overhead costs, mileage, notices, publications, supplies, mailings, and recording fees. Application fees (see fee schedule) are due at the time of application submittal.

ESCROW RETAINER. The City of Elko New Market may use consultants and other professional services (such as engineering, legal, environmental, planning, and financial) when reviewing land use applications. Escrows are retained by the City to pay for said consulting and professional services. Once the escrow retainer is used, the property owner and/or applicant will be billed for all additional services and associated costs. The applicant is responsible for reimbursing the City for all consultant and professional service fees used in connection with the application. These associated fees are due immediately upon notification by the City. The City will provide an itemized statement of the associated expenses incurred by the City. The City may withhold final action on a land use application and/or rescind prior action until all associated fees are paid. Escrows (see fee schedule) are due at the time of application submittal. Failure of an Applicant to promptly pay the City for any overdue consultant and professional service fees may result in the City taking appropriate legal action to recover such costs.

FEE SCHEDULE

The following fees have been established by ordinance and adopted by the City Council:

	Administrative Permit Type	Application Fee	Escrow Deposit	Other Fee (If Applicable)
	Administrative Use Permit – General	\$250	\$0	
	Administrative Subdivision (Lot Split)	\$250	\$0	
	PUD – Minor Amendment / Modification	\$400	\$1,500	
	CUP – Minor Amendment / Modification	\$400	\$1,000	
	Sign – Permanent – Wall/Building	\$100	\$0	
	Sign – Permanent – Freestanding	\$150	\$0	
	Sign – Temporary	\$0	\$0	
	Temporary Commercial Seasonal / Outdoor Sales Permit	\$50	\$0	
	Model Home / Temporary Real Estate Office	\$50	\$0	
	Zoning Letter Request	\$50	\$0	
	Easement Encroachment Request	\$150	\$0	
	Special Meeting – City Council	\$400	\$0	
	Special Meeting – Planning Commission	\$400	\$0	
	Special meeting – Park Board	\$400	\$0	



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RIGHT-OF-ENTRY NOTICE

If applicable, property owners and/or applicants shall allow City staff, consultants, council members, and advisory board members to access the subject property for site research and site inspections relating to the application. Access to the subject property shall be valid during the land use approval process, construction phase, and for any required follow-up inspections.

ACKNOWLEDGMENT & SIGNATURES

I, the undersigned, acknowledge that I have read and fully understand the contents and requirements of this land use application, and; I, the undersigned, acknowledge that the information and statements I have provided on this application are true, and; I, the undersigned, understand and agree that I am responsible for all costs incurred by the City in the processing and reviewing of this application, and; I, the undersigned, understand and agree to allow City staff, consultants, council members, and advisory board members access to the subject property relating to this application.

Property Owner # 1 Signature _____
Date

Property Owner # 2 Signature _____
Date

Applicant Signature (if different from owner) _____
Date

OFFICE USE ONLY:

- | | | | |
|--|---------------|-------------|--------------------------------------|
| <input type="checkbox"/> Application Received | - Date: _____ | - By: _____ | <input type="checkbox"/> Check |
| <input type="checkbox"/> Application Fee Paid | - Date: _____ | - By: _____ | <input type="checkbox"/> Credit Card |
| <input type="checkbox"/> Escrow Fee Paid | - Date: _____ | - By: _____ | <input type="checkbox"/> Cash |
| | | | Check(s) No. /
Authorization No. |
| <input type="checkbox"/> Completed Application | - Date: _____ | - By: _____ | _____ |