

CITY OF EAST GULL LAKE
CONDITIONAL USE APPLICATION

APPLICATION:

- A. Applicant shall complete Conditional Use Application provided by Zoning Administrator and submit to Zoning Administrator 30 days prior to scheduling public hearing.
- B. Application shall be accompanied by a digital copy and one (1) - 11x17 print of the site plan complete with at least the minimum information from Conditional Use Checklist.
- C. Application shall be accompanied by application fee made payable to the City of East Gull Lake. **This fee does not cover the land use permit, which must be filed separately, if necessary.**

REVIEW:

- A. Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Conditional Use Application and supporting documents, the Zoning Administrator shall schedule a public hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the public hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for land use applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on a land-use application and/or hold the release of a construction permit until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a public hearing on the conditional use application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a recommendation to the City Council.
- C. The City Council shall consider the Planning Commission's recommendation at the next scheduled Council meeting.

APP# _____
DATE _____
CHECK# _____
AMT _____ (for office use only)

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

Name of Applicant _____ Phone _____

Mailing Address _____

City, State, Zip _____ Email _____

Applicant is:

Legal Owner

Contract Buyer

Option Holder

Agent

Other _____

Title Holder of Property:

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application (required): _____

(To the Owner: 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 to the best of your knowledge.)

Signature of Applicant (if different than owner): _____

(To the 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 to the best of your knowledge.)

Location of property involved in this request:

Parcel ID # _____ Zoning District _____

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

What changes (if any) are you proposing to make to this site?

Building: _____

Landscaping: _____

Parking/Signs: _____

CITY OF EAST GULL LAKE
CUP CHECKLIST

- Completed application
- Fee
- One digital and one print of site plan (11x17)
- Sewer Compliance Inspection (if SSTS)
- All current City charges paid
- Site plan with the following information, as a minimum (unless waived by P&Z Administrator):
 - Legal Description of Site
 - Site plan, prepared by a licensed surveyor, showing parcel, dimensions and 10 foot contours (smaller contour intervals may be required in steep slope areas or when deemed necessary by the P&Z Administrator, Planning Commission or City Council)
 - Location of all structures and their square footage
 - Existing and proposed driveway, access roads, parking, off-street loading and sidewalks
 - Proposed landscaping and screening plans
 - Proposed Drainage Plan
 - Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day
 - Soils data
 - Location of the subject property (a copy of the tax map can be used)
 - Name of record owner/title holder of property
 - Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
 - Approximate location of any proposed signs

CITY OF EAST GULL LAKE CONTACT INFORMATION

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