



CITY OF EAST GULL LAKE
LAND USE APPLICATION

APP# \_\_\_\_\_
DATE \_\_\_\_\_
CHECK# \_\_\_\_\_
AMT \_\_\_\_\_
Field visit [ ]
Ordinance Review [ ]
(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)

State nature of request: (Briefly describe your project.) \_\_\_\_\_

Square Feet of construction:
Main floor: \_\_\_\_\_
Above story(s) \_\_\_\_\_
Basement: \_\_\_\_\_
Garage: \_\_\_\_\_
Accessory structure(s) \_\_\_\_\_
Porch/Deck(s): \_\_\_\_\_
Total Construction: \_\_\_\_\_
Patio/Sidewalk: \_\_\_\_\_
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

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

Other Work:
[ ] Shoreline Grading/Filling
[ ] Landscaping with additional impervious features
[ ] Fence
[ ] Sign

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)

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: \_\_\_\_\_

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

**APPLICATION:**

- A. Applicant shall complete Land Use Permit Application and submit to the City Administrator.
- B. Application shall be accompanied by site plan drawing complete with the following minimum information:
  - Size of parcel
  - 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. Application shall include Sewer Compliance Inspection (if applicable).
- E. Shoreland on Gull Lake (within 1,000 ft): The City strongly encourages owner actions to protect lake water quality. Take an optional [4-question quiz](#) that takes less than three minutes to complete, to be eligible for the Lake Steward Award. Go to [Minnesota DNR](#) for more information about shoreland management best practices

**REVIEW:**

- A. The Planning and Zoning Administrator shall review the application for completeness. City Staff will assign a reference number to application, plans, and any other attachments. The Planning and Zoning Administrator will sign the application when complete. The applicant will be notified when 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 is requested to call after the project is complete for the final site visit.

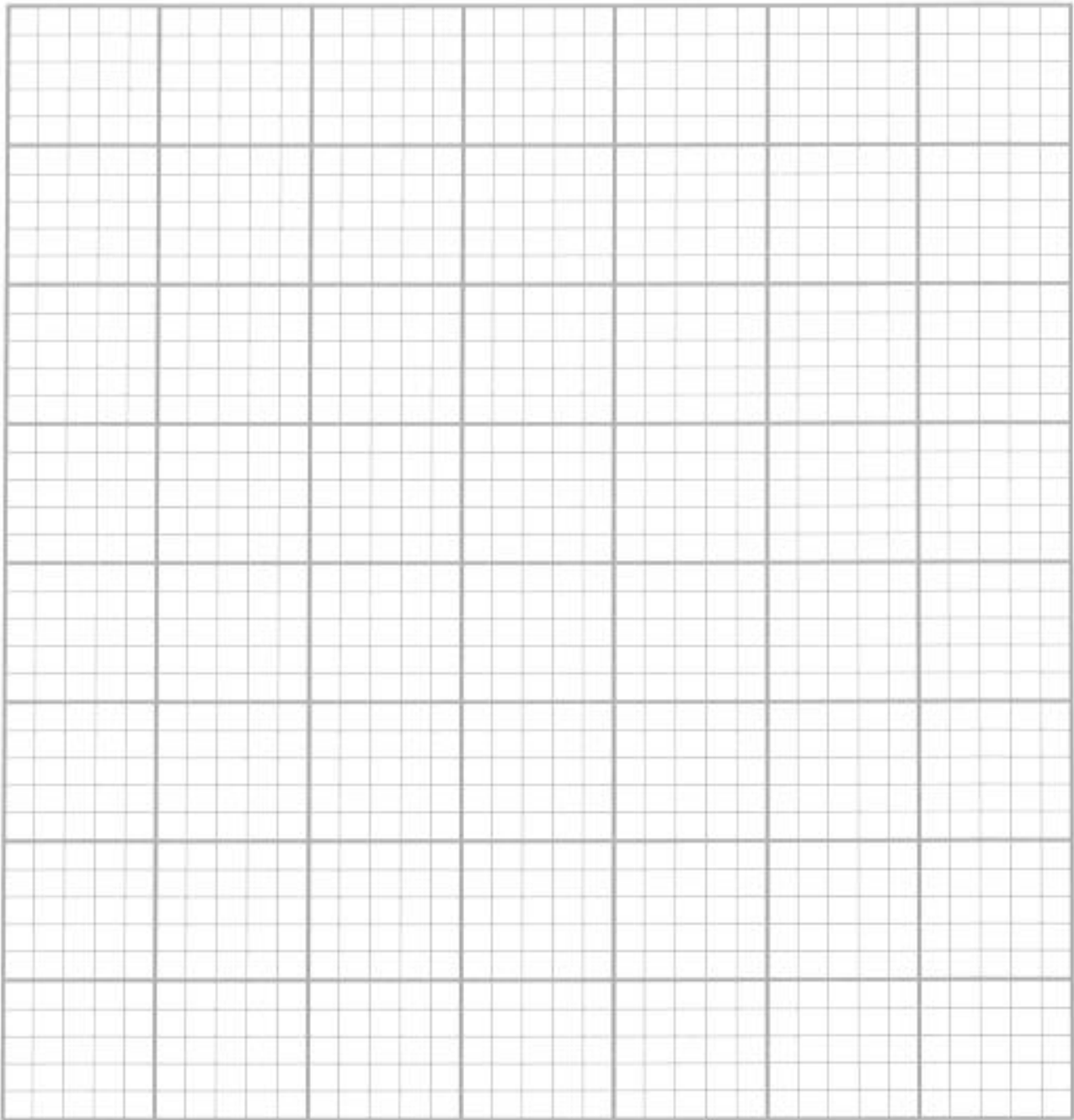
**ACTION:**

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) or approve plan based upon placement in regards to City Wastewater lines.
- B. City Staff must review all current City billings and insure that the applicant is current on all payments (if on City Wastewater).
- C. City Staff 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.**

**SITE PLAN**



Include all buildings, existing and proposed, on your property and label them. 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://cassweb3.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

City of East Gull Lake:            10790 Gull Point Road  
   East Gull Lake, MN 56401

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