



**CITY OF EAST GULL LAKE
SUBDIVISION/REZONING APPLICATION**

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

Name of Applicant: _____ Phone: _____

Physical Address: _____ Parcel ID: _____

Mailing Address: _____ Email: _____

City, State, Zip: _____ Zoning District: _____

Applicant is:

- Legal Owner
- Contract Buyer
- Option Holder
- Agent

Other: _____

Title Holder of Property:

(NAME)

(ADDRESS)

(CITY, ST, 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.)

Property involved in this request:

Nature of request (select only one):

- Sketch Review
- Preliminary Plat
- Final Plat
- Metes and Bounds
- Rezoning

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APPLICATION:

- A. Applicant shall complete Subdivision/Rezoning Application and submit to Zoning Administrator.
- B. Preliminary Plat applications shall be completed at least to the minimum standards of the Ordinance.
- C. Final Plat applications shall be completed as per the requirements of the Planning Commission from the Preliminary Plat hearing and the minimum standards of the Ordinance, Cass County, and the State of Minnesota.
- D. Submittals for Metes and Bounds Subdivisions (lot splits) shall conform to the minimum requirements of a preliminary plat if either the proposed new parcel or the remnant is less than 10 acres.
- E. If any of the parcels contain structures with an SSTS, a Sewer Compliance Inspection must be submitted.
- F. Applicants shall submit 1 copy of the proposed subdivision on 11x17 size paper and a digital copy.**
- G. All applications must be submitted 30 days prior to the Planning and Zoning meeting in which applicant wishes to be heard.
- H. The City Staff shall, based on submittals, compute the subdivision permit fee. This fee shall be paid by the applicant at the time of application.

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. Applicant will be notified where additional information is needed.
- B. After receipt of a completed Subdivision 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 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.

Note: Applicants may apply for Preliminary Plat and Final Plat at the same time, but they must be on separate applications. Preliminary Plat and Final Plat hearings will not be held at the same meeting. Effective date of Final Plat application will be the date of Preliminary Plat approval.

CHECKLIST

- _____ Completed application
- _____ Fee
- _____ Sewer Compliance Inspection (if SSTS)
- _____ All current City charges paid
- _____ Site plan with the minimum information (unless waived by P&Z Administrator):

CITY OF EAST GULL LAKE CONTACT INFORMATION

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