



PLANNING APPLICATION FORM

City of Lake City • 205 West Center Street
Lake City, MN 55041
Phone: 651-345-5383 • Fax: 651-345-3208
www.ci.lake-city.mn.us

Case No. _____
Receipt No. _____
Accepted By _____
Date _____

APPLICANT INFORMATION

_____		_____	
Name of Applicant		Name of Property Owner	
_____		_____	
Name of Firm (if applicable)		Name of Firm (if applicable)	
_____		_____	
Street Address		Street Address	
_____		_____	
City, State, Zip		City, State, Zip	
_____		_____	
Phone	Fax	Phone	Fax

PROPERTY INFORMATION

Property Address _____	Lot Dimensions _____
Property ID No. _____	Lot Size (SF) _____
Current Land Use _____	Zoning District _____
Legal Description (attach if necessary) _____	

TYPE OF REQUEST

- | | | |
|--|---|--|
| <input type="checkbox"/> Annexation Application | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Zoning Appeal |
| <input type="checkbox"/> Home Occupation (Conditional) | <input type="checkbox"/> PUD (Preliminary Plan) | <input type="checkbox"/> Zoning Text Amendment |
| <input type="checkbox"/> Environmental Assessment | <input type="checkbox"/> PUD (Final Plan) | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Single Event License | <input type="checkbox"/> PUD Amendment | <input type="checkbox"/> Other |

Multiple requests related to a single project may be processed with one application form. The review process will vary depending on the type of action(s) requested. A cover sheet explaining the City's application review process for each Planning and Zoning request listed above is available from the Planning and Community Development Department at City Hall. This cover sheet also describes all fees required by the City to process an application.

DESCRIPTION OF REQUEST

Description of request (attach separate sheet if necessary):

Please read the following before signing this application. The City of Lake City requires specific material to be submitted in conjunction with this form, and will not begin processing an incomplete application. Information explaining the application procedures and policies for specific zoning requests are available from the Planning and Community Development Department at City Hall. For complex applications, applicants should review the specific code requirements and detailed information on procedures found in the City Code. Copies of these ordinances may also be obtained at City Hall or on the City website.

The attached checklist may be used as a reference for determining submission requirements. Please review this checklist with Staff if you have questions about which items may be required with your application.

ACKNOWLEDGEMENT AND SIGNATURE

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per City Code and Ordinance requirements. I understand that the City will process the application once the Planning and Community Development Department determines that it is complete. Please note: If the property fee owner is not the applicant, the applicant must provide written authorization by the property owner in order to make an application.

Signature of Applicant

Signature of Property Owner

Date

Date

*** FOR OFFICE USE ONLY ***

Total Fees

[Empty box for Total Fees]

60 Day Review Deadline ____/____/____

Date Application Complete ____/____/____

Extension Requested Yes No

City Action: Approved Denied Withdrawn

Action By: City Council Board of Adjustments Staff

Date ____/____/____

Document _____

APPLICATION SUBMISSION CHECKLIST

Required Submissions	Required	Submitted
Completed Application Form <ul style="list-style-type: none"> Must include all required submissions to be considered complete. 		
Complete Legal Description <ul style="list-style-type: none"> For descriptions that exceed the space allotted on the application form. 		
Site Survey/Boundary Description <ul style="list-style-type: none"> Provide all existing conditions on-site and surrounding the property. 		
Site Development Plan <ul style="list-style-type: none"> Provide legal boundaries of the property, proposed buildings, parking lot layout, size of parking stalls, driveway widths, setback lines, north arrow, and other relevant information. 		
Area Calculations <ul style="list-style-type: none"> Provide square footage of property and building, total impervious surface area, percent and square footage of landscaping within the parking lot, and number of parking stalls. 		
Preliminary Plat <ul style="list-style-type: none"> Per §154.20 of the Subdivision Regulations. 		
Final Plat <ul style="list-style-type: none"> Per §154.21 of the Subdivision Regulations. 		
Project Narrative/Detailed Description (PUD Description) <ul style="list-style-type: none"> Provide a detailed narrative describing the proposed project for complex applications and Planned Unit Developments. 		
Grading/Erosion Control Plan <ul style="list-style-type: none"> Provide existing and proposed contours with building footprint and spot elevations. 		
Utility Plan <ul style="list-style-type: none"> Provide locations of all utilities, fire hydrants, and storm sewers. 		
Storm Water Management Plan <ul style="list-style-type: none"> Provide locations and calculations for storm sewer system, ditches, culverts, catch basins, and/or ponding areas. 		
Landscape Plan <ul style="list-style-type: none"> Provide existing vegetation and vegetation to be preserved, and a planting schedule that includes size, plant type, and root type. 		
Lighting Plan <ul style="list-style-type: none"> Provide a photometry plan and cut sheets of fixtures and location of fixtures. 		
Architectural Plans <ul style="list-style-type: none"> Provide front, side, and rear elevations with all building dimensions, materials, and colors clearly labeled on all sides. 		
Phasing Plan <ul style="list-style-type: none"> For Planned Unit Developments that will be constructed over the course of several building seasons. 		
Noise/Traffic Study <ul style="list-style-type: none"> A noise or traffic study may be required after an application is submitted. 		
Other Submission Requirements <ul style="list-style-type: none"> Please consult with Planning and Zoning Staff for additional requirements. 		
Name of Architect, Engineer, General Contractor and Others <ul style="list-style-type: none"> Provide names, addresses and phone numbers for all professionals involved with the project. 		
CUP Worksheet <ul style="list-style-type: none"> For Conditional Use Permit Requests 		
Variance Worksheet <ul style="list-style-type: none"> For Variance Requests 		