

City of Lakeland  
Washington County, Minnesota

APPLICATION FORM

- |   |  |
|---|--|
| <input type="checkbox"/> Certificate of Compliance    | <input type="checkbox"/> Special Use Permit        |
| <input type="checkbox"/> Conditional Use Permit       | <input type="checkbox"/> Subdivision               |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Text Amendment            |
| <input type="checkbox"/> Grading and Filling Permit   | <input type="checkbox"/> Street Vacation           |
| <input type="checkbox"/> Interim Use Permit           | <input type="checkbox"/> Variance                  |
| <input type="checkbox"/> Preliminary/Final Plat       | <input type="checkbox"/> Zoning District Amendment |
| <input type="checkbox"/> Planned Unit Development     |  |
| <input type="checkbox"/> Other _____                  |  |

Applicant \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address) (Phone)

Fee Owner of Affected Property \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address) (Phone)

Property Legal Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description and/or Reason for Request \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

An incomplete application will delay the processing of this request and may necessitate a re-scheduling of the review time frame. The application approval time line commences and an application is considered complete when all required information and fees are submitted to the City.

I acknowledge that I have read and understand the following:

1. Before this request can be considered and/or approved, all required information and fees, including any deposits and escrow amounts, must be paid to the City.
2. The fee necessary to make this application is a deposit for administrative expenses.
3. For applications requiring escrow amounts, escrow deposits will provide the City necessary cash to in an amount estimated to be adequate to secure all City out-of-pocket expenses including by not limited to attorneys fees, engineering fees, planning fees, etc. to complete the project. Should service costs approach the escrow total, the applicant will be required to provide additional funds in the amount determined by City staff; and the project will be suspended until additional funds have been submitted. Where additional fees are required to cover costs incurred by the City, the City Clerk has a right to require additional payment from me. Any unused funds shall be returned to the applicant.
4. For applications not requiring escrow amounts but where additional fees are required to cover costs incurred by the City, the City Clerk has a right to require additional payment from me.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

I hereby certify that all data required under the Ordinances of the City of Lakeland and pertaining to this application has been provided by the applicant and that the above application is hereby received and accepted by the City of Lakeland.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
City Clerk



Applicant,

It is important for you to be aware that costs will be incurred as your application is processed. The application fee submitted is a deposit for administrative expenses. Additional costs will include but are not limited to mailing, copying, publishing, attorney fees, engineering costs, planning fees and any other fees required to complete the process. You will be responsible to pay those expenses.

For applications requiring escrow amounts, escrow deposits will provide the City necessary cash to in an amount estimated to be adequate to secure all City out-of-pocket expenses shown above. Should service costs approach the escrow total, you will be required to provide additional funds in the amount determined by City staff; and the project will be suspended until additional funds have been submitted. Any unused funds shall be returned to the applicant.

For applications not requiring escrow amounts but where additional fees are required to cover costs incurred by the City, you will receive an initial invoice when the expenses incurred reach \$1,000, or when the work is completed – whichever is first. Fees not paid according to terms on the invoices will be certified to your property taxes.