



TO: Residents of the City of Lakeland

FROM: City Offices

RE: Clarification of Fee's for the following commonly used applications

DATE: March 9th, 2021

As a resident, when you file for the following Applications from the City of Lakeland:

- Conditional Use Permit (CUP)
- Grading and Filling Permit
- Variance
- Certificate of Compliance

you will be asked for a permit fee and an escrow fee. Please see the 2021 fee schedule for a complete list of land use applications and associated fee and escrow amounts
@<http://ci.lakeland.mn.us/citydepartments>

The permit fee covers the costs of the work that the City Clerk put into helping you get your permit issued. If the permit is not issued the fee is nonrefundable.

The escrow money covers the costs of the Engineering, Zoning and the City Attorney for their time in assisting you with completing your permit applications and your projects. Please understand even if you do not move ahead with your project that Engineering and Zoning may have their time invested into your project.

Any remaining funds, after all expenses are applied are returned to the Applicant. Expenses incurred over the escrow amount will be billed to the Applicant.

There may be additional fees for other governmental agencies such as County, Watershed District, State agencies, or others that may have authority over your property for approvals and required permits.

AMENDMENT OF CONDITIONAL USE PERMIT APPLICATION

Project Address:	
Property Owner: Name: Address: City, State: Phone: Email:	Applicant (if different from owner):
Parcel ID# (PIN):	Lot Size:
Brief Description of Request:	
Existing Site Conditions:	

Materials Required
<p>1. Site Plan (or legal survey, by licensed surveyor, if requested by City)</p> <p>Full scale plan at a scale not smaller than 1"=100' and include North arrow. To include:</p> <ul style="list-style-type: none"> • Location of all existing and proposed buildings and their size, including square footage, elevations, and setbacks; • Location of curb cuts, driveways, access road, parking spaces, off-street loading areas and sidewalks, if applicable; • Soil type and soil limitations for the intended use. • Location map showing general location of proposed use, along with map showing all principal land use within 500 feet of the parcel. • Sanitary sewer and water plan with estimated flow rates; <p>COPIES: 1 full plan set at minimum 22"x34"; AND 8 plan sets at 11"x17" (half-scale)</p>
<p>2. Architectural/Building Plan (if applicable)</p> <p>At scale not smaller than 1"=100' and include North arrow. To include:</p> <ul style="list-style-type: none"> • Location of proposed buildings, dimensions and total square footage • Proposed floor plans • Proposed elevations • Description of building use <p>COPIES: 1 full plan sets at minimum 22"x34"; AND 8 plan sets at 11"x17" (half-scale)</p>

3. Grading/Landscape Plan

At scale not smaller than 1"=100' and include North arrow. To include:

- Grading Plan
- Vegetation, landscaping, screening plans including species and size of trees and shrubs
- Wetland Delineation (if applicable)
- Buildable area
- Topographic contours at 2-foot intervals and bluff line (if applicable)
- Waterbodies, Ordinary High Water Level and 100 year flood elevation
- Finished grading and drainage plan sufficient to drain and dispose of all surface water

COPIES: 1 full plan sets at minimum 22"x34"; AND 8 plan sets at 11"x17" (half-scale)

4. Written Narrative Describing the Request

Narrative must include:

- Reason for Application
- Description of use or operation
- Number of employees (if applicable)
- Hours of operation, including days and times (if applicable)

COPIES: 10

5. Other Agency Review: Statement acknowledging you have contacted other governmental agencies such as County, Watershed District, State agencies, or others that may have authority over your property for approvals and required permits.

6. Application Fee Paid: \$100

7. Application Escrow Paid: \$800

Any remaining funds, after expenses, are returned to the Applicant. Expenses incurred over the escrow amount (\$800) will be billed to the Applicant.

8. Electronic copy of all submittal documents.

Application must be signed by ALL owners of the subject property:

We, the undersigned, have read and understand the above.

Signature of Applicant

Date

Signature of Owner (if different from applicant)

Date