

Land Use Application Form

Date Received: _____

**City of Walker
P.O. Box 207
Walker MN 56484
(218) 547-5501**

File# _____

Fee Amount: _____

Check # _____

Applicant Name: _____ Phone(_____) _____ - _____

Address: _____ Property ID: _____

Email: _____

Owner Name: (if different) _____ Phone: (_____) _____ - _____

Address: _____

Email: _____

Legal Description: (not from tax statement) (Attach Additional Sheets if Necessary)

Request:

- | | |
|--|---|
| <input type="checkbox"/> Sketch Plan Review (\$150 credited to Prelim Plat) | <input type="checkbox"/> Conditional Use Permit (\$395+ recording fee) |
| <input type="checkbox"/> Preliminary Plat < 14 lots (\$395 + \$50 per lot) | <input type="checkbox"/> Extension of CUP (10% of original/\$50 min) |
| <input type="checkbox"/> Preliminary Plat - 14 lots + (\$3,000 deposit, actual costs invoiced) | <input type="checkbox"/> Rezoning (\$395) |
| <input type="checkbox"/> Final Plat (\$250 + recording fee) | <input type="checkbox"/> Street Vacation (\$395) |
| <input type="checkbox"/> Lot Split Metes & Bounds *(\$150 + \$25 per lot) | <input type="checkbox"/> Variance (\$395 + recording fee) |
| <input type="checkbox"/> Zoning Amendment (\$395) | <input type="checkbox"/> Special Meetings @ Applicant's request (\$500) |
| <input type="checkbox"/> Interim Use Permit (\$395+ recording fee) | |

Description of Request:

Once the City has received a completed application and all fees are paid, the City Administrator will schedule a Public Hearing before the appropriate Board or Commission.

Signature of Applicant

Date

Signature of Applicant

Date

.....
Complete Application Received:

Jennie Meyer, Zoning Administrator

Date

Site Plan

Include the following on the site plan:

- Setbacks-Side Yard, Rear Yard, Road, Ordinary High Water Level, Wetlands
- Existing Structures
- Proposed Structures/Additions/Modifications
- Roads & Existing or Proposed Approaches
- Parking Areas & Driving Surfaces
- Existing & Proposed Fences or Screening
- Existing & Proposed Lighting
- Existing & Proposed Signage (on & off the building)
- Outdoor Sales, Display, or Storage Areas



Applicant _____

Application Address _____

Land Use Request _____

**CITY OF WALKER
LAND USE APPLICATION INSTRUCTIONS**

All items applicable must be completed before this application will be processed.

- 1. A legal description of the site.
- 2. A site plan drawn to scale showing:
 - parcel dimensions
 - existing and proposed building dimensions & square footage
 - existing structures in solid lines
 - proposed structures/additions in dotted lines
 - ten-foot minimum contours
 - surface water features
- 3. All proposed buildings must be staked on-site.
- 4. Existing and proposed curb cuts, driveways, access roads, parking, off-street parking, off-street loading, and sidewalks.
- 5. Proposed landscaping and screening plans.
- 6. Proposed drainage plan.
- 7. Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day.
- 8. Soil data.
- 9. Proposed signing and lighting.
- 10. A current survey showing existing iron pipe boundary monuments marked with proof of survey. Stakes must be visible on-site.
- 11. Include ground level photographs showing lake and up-land conditions, at the project site.
- 12. An approved MPCA Stormwater Permit if project disturbs over 1 acre.
- 13. Accurate parcel identification numbers must be given and these are usually found on your tax statement or deed.
- 14. The fee or contract owners of the property shall sign the application.
- 15. Include the \$395.00 non-refundable application fee. Make checks payable to "City of Walker".

Additional information may be required, relevant to the property or proposed use.

When you have completed the application and all accompanying plans, etc., mail or deliver it, and the fee to:
City of Walker, 205 Minnesota Avenue West, P.O. Box 207, Walker MN 56484.

Applications must be complete and received by 4:30 p.m. on the application deadline date in order to be placed on the corresponding Planning Commission meeting agenda. Applications found to be incomplete will be returned.

You will be notified by mail as to the date and time of the parcel viewing and hearing on your application.

If your land use application is approved, you must still obtain all necessary permits before starting your project(s).

The applicant is responsible for securing any other local, state, or federal permits that may be required.

A Conditional Use OR Interim Use Permit application is a request for a land use or development as defined by ordinance that would not be appropriate generally but may be allowed with appropriate restrictions as provided by official controls upon a finding that standards and criteria stated in the Zoning Ordinance for Walker will be satisfied. A Conditional Use OR Interim Use must be compatible with the existing neighborhood. If the permit is granted, construction or operation of the permitted use must begin within six months, and must be completed within one year (unless extended by the Planning Commission) or the permit shall be considered null and void. A second extension shall require a new public hearing.

A public hearing will be conducted by the Planning Commission with their recommendation passed to the City Council for final action on the request. All property owners within a minimum of 350 feet of your lot line will be notified by mail, by the City, of the public hearing date, time, and location.

It is suggested that the Applicant contact the City of Walker Zoning Administrator for a pre-application meeting. You, or a representative, are required to attend the Planning & Zoning Commission meeting. Their recommendation will be heard at the next City Council meeting following the Planning Commission meeting, unless otherwise notified. If you are unable to attend that meeting, please call Planning and Zoning at (218) 547-5503.

The applicant hereby makes application for a land use permit, agreeing to do all such work in accordance with all Walker City Ordinances. Applicant agrees that application, site plan, and other attachments submitted are true and accurate. Applicant agrees that, in making application for the request, applicant grants permission to the City of Walker, at reasonable times to enter applicant's premises, to determine compliance of that application with any applicable city, county, state or federal ordinances or statutes. If any of the information in the application is later found or determined by the city to be inaccurate, the City may revoke the permit/land use based upon the supplying of inaccurate information.

I have read and fully understand the above instructions. I hereby swear that all information provided in this application is true and correct.

**Note: If your application for a Metes and Bounds Lot Split is approved, the legal description of the proposed Lot Split would need to be recorded at Cass County via your Surveyor with an Affidavit of Surveyor or by the property owner with the Deed transfer.*

A parcel in joint ownership must provide written permission of all owners, below:

Owner: _____ Date: _____

Owner: _____ Date: _____

Owner: _____ Date: _____

Owner: _____ Date: _____

ALL PROPOSED PROJECT PLANS MUST BE DRAWN TO SCALE AND 3 COPIES SUBMITTED AT THE TIME OF APPLICATION.

**CITY OF WALKER
FINDINGS OF FACT
(Supporting or Denying)
CONDITIONAL OR INTERIM USE PERMIT
(Must be completed by applicant or application is incomplete)**

Name of Applicant: _____ Hearing Date _____

Conditional OR Interim Use Request:

Subject property is located in zoning district: _____

Is the proposed use identified as a Conditional Use OR Interim Use in this zoning district? Yes () No ()

1. Does the proposal with the conditions ensure the prevention of soil erosion or other possible pollution of public waters both during and after construction?

Yes () No ()

Why or why not? _____

2. Does the proposal with conditions ensure that the visibility of structures and other facilities as viewed from public waters is limited? Yes () No () Not Applicable ()

Why or why not? _____

3. Does the subject property provide for adequate water supply and onsite sewage treatment if necessary?

Yes () No ()

Why or why not? _____

4. Is the proposal with conditions compatible with regard to the types, uses and numbers of watercraft the project will attract and is the area suitable to safety accommodate those watercraft? Yes () No () Not Applicable ()

Why or why not? _____

5. Is the proposal an appropriate Conditional Use OR Interim within the land use zoning district?

Yes () No ()

Why or why not? _____

6. Does the proposal, use or development with conditions, conform to the Comprehensive Plan for land use?

Yes () No ()

Why or why not? _____

7. Is the use with conditions compatible with the existing neighborhood?

Yes () No ()

Why or why not? _____

8. Does the use with conditions, protect the public health, safety, decency, order, comfort, convenience, appearance or prosperity? Yes () No ()

Why or why not? _____

If all questions are answered yes, the Planning Commission may grant the Conditional Use OR Interim permit. If any of the above questions are answered no, the Planning Commission may not grant the conditional use OR Interim permit. In addition, all other requirements of the zoning ordinance must be met to allow approval of the Conditional Use OR Interim use Permit.

In permitting a new Conditional Use OR Interim use or alteration of an existing Conditional Use OR Interim use, the Commission may impose additional conditions that the Planning Commission considered necessary to protect the best interest of the surrounding area or the City as a whole. The conditions must be related to the application before the Planning Commission and must have a relationship to the protection of the health safety and welfare of the community.