

City of Loretto

279 N. Medina Street, Suite 260

PO Box 207, Loretto, MN 55357

mschneider@ci.loretto.mn.us

Phone: 763-479-4305 fax: 763-479-2685

PLANNING AND ZONING APPLICATION

GENERAL REQUIREMENTS

Please read before completing the application

The City will not begin processing an application that is incomplete. You will be notified within seven business days if your application is not complete. Applications deemed complete will be submitted to the City Planner for review. The City Planner will notify the applicant if additional information or modifications are necessary. The applicant is responsible for all information necessary to describe the land use/development request and may be required to submit additional information to fully explain the aspects unique to the request that may not appear on this application. Applicants are encouraged to review the applicable City Code (available at City Hall and on the City's website) related to their request.

Fees and escrow are due at the time an application is submitted (or the application will be considered incomplete.) Fees and escrow are listed on the attached sheet. Please note that the applicant is responsible for all planning, legal, engineering, publication, notification, and other expenses related to the application.

Certain applications, such as variances and conditional use permits, require City Council consideration. Please check with the City Clerk to determine if your application requires City Council consideration. If so, your completed application must be submitted four weeks prior to a regularly scheduled council meeting. Completed applications that are submitted within four weeks of a regularly scheduled council meeting may be considered at the next regularly scheduled council meeting if time constraints allow, otherwise they will be considered at the following regularly scheduled council meeting. Applicants may request a special council meeting, but the applicant will be charged the full cost of such meeting.

APPLICANT INFORMATION

Applicant(s) _____

Property Owners(s) – (if different from applicant) _____

Property Street Address _____

Applicant Mailing Address (if different from property address) _____

Applicant Daytime Telephone (____)_____ Applicant Evening Telephone (____)_____

Applicant Fax Number (____)_____ Email address _____

Applicant is: Owner Contractor Other _____

Type of Request(s):

- | | |
|----------------------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Site Plan Approval (Building permit may also be needed) | <input type="checkbox"/> Driveway Permit |
| <input type="checkbox"/> Variance (Variance Addendum attached) | <input type="checkbox"/> Utility Shed (Building Permit needed) |
| <input type="checkbox"/> Building Alterations/Additions (Building Permit needed) | <input type="checkbox"/> Sign Permit (Addendum attached) |
| <input type="checkbox"/> Conditional Use Permit (CUP Addendum attached) | <input type="checkbox"/> Other |

City of Loretto

279 N. Medina Street, Suite 260
PO Box 207, Loretto, MN 55357
mschneider@ci.loretto.mn.us

Phone: 763-479-4305 fax: 763-479-2685

PLANNING AND ZONING APPLICATION

Please attach a site plan showing existing and proposed features, including setbacks.

Brief description of request _____

Has a similar request on the subject site or any part thereof been previously sought? _____
If yes, when? _____

Access to property _____

Project description and background (attach additional sheet(s) if necessary) _____

I agree that all fees incurred by the City resulting from the review of this request are my responsibility and I will pay them in a timely manner.

Applicant Signature _____ **Date** _____

If Property Owner is not the applicant, the Applicant must provide written authorization by the Property Owner in order to make application.

Property Owner Signature _____ **Date** _____

FOR CITY USE ONLY

Application fee & escrow due \$ _____ Amount paid \$ _____ Date _____ Ck # _____
Completed application received on _____ by _____
60-day deadline expires on _____ (calculate by actual calendar days including weekends/holidays)
120-day deadline (preliminary plat) expires on _____ (see calculation note above)
Current Zoning _____ Existing Land Use _____ Proposed Land Use _____
PID: 06-118-23 _____ Legal Description _____
