

INSTRUCTION SHEET – APPLICATION FOR LAND USE PERMIT – CITY OF GILBERT, MN

A COPY OF A CERTIFIED SITE SURVEY IS HIGHLY RECOMMENDED WITH ALL PERMITS.

The Planning & Zoning Department may request that you get a certified site survey if they deem it necessary for the proper enforcement of the Zoning Code. The application for a land use/building permit must be carefully completed according to the following instructions. Incomplete applications will be returned to the applicant. Please print or type. Return completed application to the City Clerk's office with appropriate fee. Application will not be processed until fee is paid.

ITEM 1. APPLICANT/OWNER

Enter the name, address and telephone number of the applicant/owner.

ITEM 2. CONTRACTOR'S NAME

Enter the name, address and telephone number of contractor (if applicable).

ITEM 3. LEGAL DESCRIPTION

Enter complete legal description of the property as it is given on the title or tax statement.

ITEM 4. BUILDING DESCRIPTION

Indicate if the building is new or an addition. Indicate dimensions of house, garage, or addition.

ITEM 5. PROPOSED LAND USE

Describe proposed land use of your property.

ITEM 6. TOTAL COST OF IMPROVEMENT

Indicate total cost of all aspects of the improvement.

ITEM 7. SETBACKS

Indicate proposed setbacks for all structures from property lines.

ITEM 8. SIGNATURE OF APPLICANT

Sign and date.

ITEM 9. FEE

Fee can be paid at Clerk's office, City Hall, Gilbert, Minnesota.

(WHEN APPROVED, A COPY OF THE PERMIT WILL BE MAILED TO THE ADDRESS INDICATED IN ITEM 1.)

ITEM 10. SITE PLAN

The intent of this sketch is to graphically illustrate the information included in this application. Please use the attached graph paper for your sketch. All information requested must be included on your sketch. Label all distances and dimensions as measured in feet. Please refer to sample sketch attached to this instruction sheet. Include the following information:

1. Show the size and shape of your property. Dimension all property lines with the correct distances.
2. Show the location of the proposed structures or additions in relation to your property lines. Show distances from your property line to nearest portion of the structure or addition.
3. Show the dimensions of your proposed structure or addition.
4. Show the approximate location of all other structures on your property and label each (house, garage, shed, etc.).

PERMIT NUMBER _____

APPLICATION FOR LAND USE/BUILDING PERMIT

A copy of a certified site survey is highly recommended with all permits.

City of Gilbert

BOX 548
GILBERT, MN 55741

1. APPLICANT/OWNER ADDRESS TELEPHONE

2. CONTRACTOR'S NAME ADDRESS TELEPHONE

3. LEGAL DESCRIPTION:
ADDITION _____ BLOCK _____ LOT(S) _____
PARCEL ID NUMBER _____

4. BUILDING DESCRIPTION:
NEW _____ ADDITION _____ OTHER _____
HOUSE _____ GARAGE _____ COMMERCIAL _____

5. PROPOSED LAND USE:

6. TOTAL COST OF IMPROVEMENT:
\$ _____

7. SETBACKS:
FRONT _____ REAR _____ SIDE _____ SIDE _____

8. SIGNATURE OF APPLICANT: _____ DATE _____

9. FEE \$ _____ DATE _____ CLERK _____

WHEN APPROVED (IN THIS SPACE) THIS IS YOUR PERMIT

ZONING ADMINISTRATOR DATE

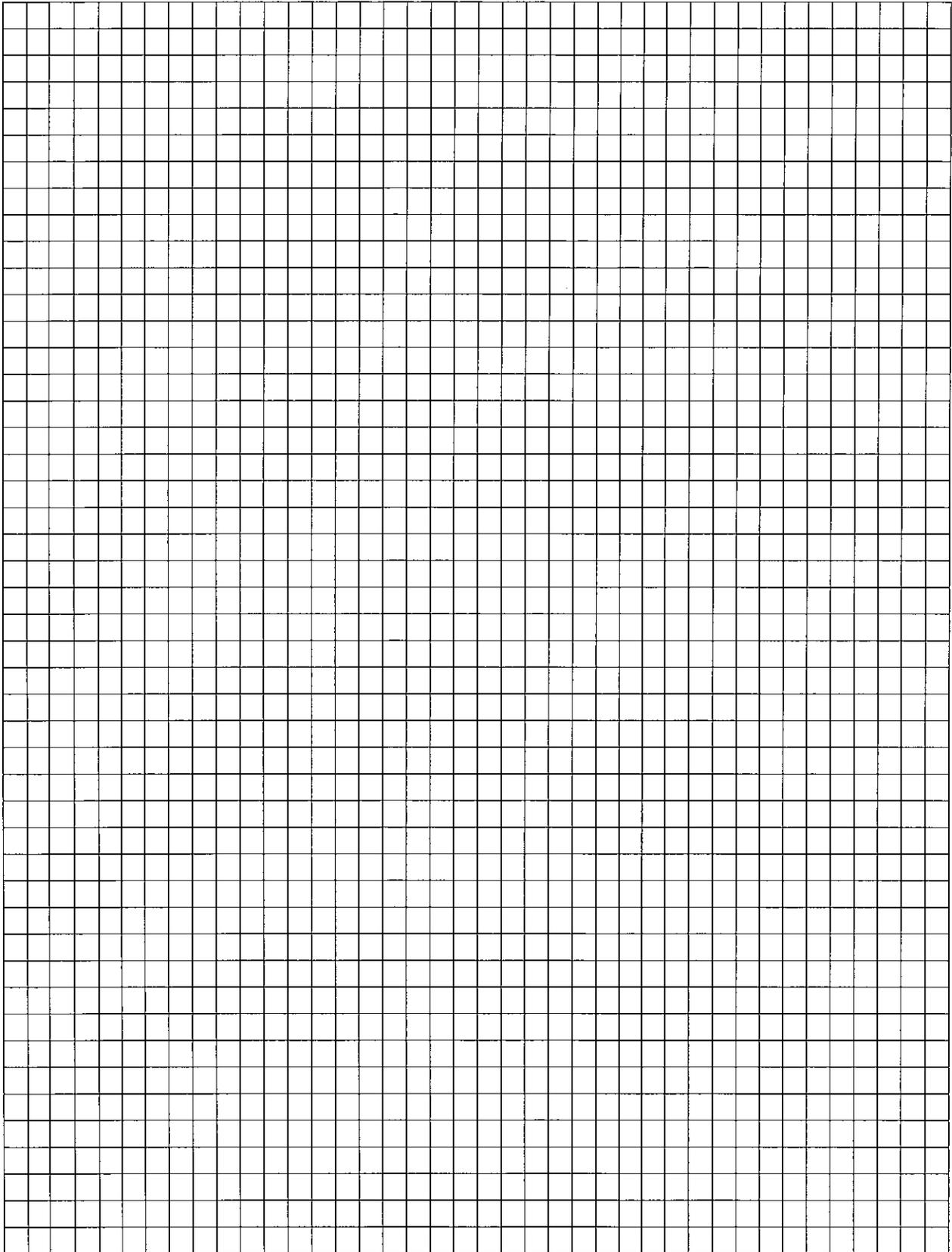
PERMIT EXPIRES IF WORK IS NOT STARTED WITHIN ONE YEAR FROM DATE APPROVED

CERTIFICATE OF COMPLIANCE

HAVING INSPECTED THE ABOVE NAMED PREMISES TO DETERMINE THAT CONSTRUCTION AND/OR LAND USE HAS BEEN UNDERTAKEN IN COMPLIANCE WITH THE ABOVE APPLICATION AND IN CONFORMITY WITH THE ZONING ORDINANCE AND OTHER PERTINENT ORDINANCES, PERMIT AUTHORIZING USE OF PROPERTY FOR THE PURPOSE LISTED IS GRANTED.

ZONING ADMINISTRATOR DATE

SCALE: EACH GRID EQUALS _____ FEET



Planning & Zoning Permit Fees

Building Permit Fees:

- \$20.00 – Miscellaneous projects, decks, fences, sheds etc.
- \$100.00 – Garages
- \$250.00 – Homes
- \$500.00 – Commercial Projects

Variance Fee - \$100.00

Conditional Use Permit Fee - \$100.00

Amendment of Ordinance or Zoning Map Fee - \$250.00

*Adopted at the Regular Council Meeting of December 8, 2009 to be effective January 1, 2010.