

Land Use Application Checklist

- *Application for Zoning
- *Variance Application
- *Conditional Use Permit
- *Application for Right-of-Way Permit-Obstruction/Excavation
- *Fence Permit Application
- *Sign Permit Application
- *Application for Rezoning



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Application for Zoning

An application for zoning is needed in accordance with the City's Zoning Code: *Before any structure, including a portable storage shed, is erected, enlarged or moved, or a manufactured home is placed on any lot outside of a manufactured home park, a permit shall be obtained. Permits also required to install a fence.*

Applicant must provide:

1. Completed application form - fill in all items that apply.
2. Scaled drawing of proposed project include existing structures, lot lines, distance to side yard, right of way, rear yard, shoreline, etc.
3. Sign application.
4. Project must be staked out for review by zoning official.
4. Fee paid after zoning application has been approved.

FEE SCHEDULE FOR ZONING APPLICATIONS:

\$25	Up to \$25,000 in construction project costs
\$75	\$10,000 to \$75,000
\$150	\$75,000 to \$200,000
\$275	\$200,000 to \$300,000
Over \$300,000	= \$10 for \$1000 or .1%

Other zoning regulations may apply to a project. Check with zoning official for more information.

Variance Application

A request to vary from the requirements of the City's Land Use regulations. A variance is not a permit.

Applicant must provide:

1. Completed application form - fill in all items that apply.
2. Scaled drawing of proposed project.
3. Sign application.
4. Fee paid when application is submitted - \$325.

Process:

1. Staff reviews application.
2. Planning commission reviews and makes recommendation to council.
3. City Council holds public hearing and takes action on request.
4. This process can take 4-8 weeks depending on when the application is received.

Conditional Use Permit Application

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 certain conditions as detailed in the Battle Lake Zoning Code (Chapter 152 of this code) exist, the use or development conforms to the comprehensive land use plan of the community, and the use is compatible with the existing neighborhood. A conditional-use permit is required for the excavation or movement of over 100 cubic yards of material.

Applicant must provide:

1. Completed application form - fill in all items that apply.
2. Scaled drawing of proposed project.
3. Sign application.
4. Fee paid when application is submitted - \$325.

Process:

1. Staff reviews application.
2. Planning commission hold public hearing, reviews and makes recommendation to council.
3. City Council takes action on request.

Application for Right of Way Permit - Excavation/Obstruction

Excavation permit. An excavation permit is required to excavate that part of the right-of-way described in the permit and to hinder free and open passage over the specified portion of the right-of-way by placing facilities described therein, to the extent and for the duration specified therein.

Obstruction permit. An obstruction permit is required to hinder free and open passage over the specified portion of right-of-way by placing equipment described therein on the right-of-way, to the extent and for the duration specified therein. An obstruction permit is not required if a person already possesses a valid excavation permit for the same project.

Applicant must provide:

1. Completed application form - fill in all items that apply.
2. Sign application.
3. Fee paid when application is submitted- \$25.

Fence Permit Application

No person, firm or corporation shall hereafter construct or cause to be constructed or erected within the City any fence without securing a permit.

Applicant must provide:

1. Completed application form - fill in all items that apply.
2. Scaled drawing of proposed project.
3. Sign application.
4. Fee paid when application is approved - \$25.

Sign Permit Application

A permit shall be required to erect any sign in the city. No sign shall be erected by any person until the plan for the proposed sign has been received and approved by the City Zoning Officer.

Applicant must provide:

1. Completed application form - fill in all items that apply.
2. Scaled drawing of proposed project.
3. Sign application.
4. Fee paid when application is approved - \$10.

Application for Rezoning

All properties within the City have been zoned either "Commercial" or "Residential." The requirements for each district are listed below. If you are considering use of your property that does not comply with the established zoning, you may apply for rezoning.

USES IN COMMERCIAL DISTRICT

Permitted uses in the Commercial District shall consist of all uses of a commercial nature, such as retail, light industrial, repair or storage of material, goods or products, wholesale, service, office, financial, recreational, professional and lodging and such other uses as are not heretofore defined as light industrial. ('87 Code, § 9.213)

USES IN RESIDENTIAL DISTRICT

Permitted uses in the Residential District shall include single-family and multiple-family dwellings, apartment buildings, churches and related buildings, parks, playgrounds, schools, offices of members of recognized professions, hospitals, clinics and other uses normal and incidental to a residential area. An occupation may be carried on in the Residential District, provided that the occupation is not of an industrial nature as heretofore defined, the occupation is carried on in the main dwelling in a space not exceeding 25% of its floor area, and no sales display is visible from the street. No signs shall be permitted other than as otherwise provided in this chapter. ('87 Code, § 9.214)

Applicant must provide:

1. Completed application form - fill in all items that apply.
2. Explain the reason for your request, include maps & drawing if applicable.
3. Sign application.
4. Fee paid when application is submitted - \$325.

Process:

1. Staff reviews application.
2. Planning commission hold public hearing, reviews and makes recommendation to council.
3. City Council takes action on request.
4. This process can take 4-8 weeks depending on when the application is received.