

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Permit #: \_\_\_\_\_



651-747-3900  
3800 Laverne Avenue North  
Lake Elmo, MN 55042

## LAND USE APPLICATION

- Comprehensive Plan    Zoning District Amend    Zoning Text Amend    Variance\*(see below)    Zoning Appeal
- Conditional Use Permit (C.U.P.)    Flood Plain C.U.P.    Interim Use Permit (I.U.P.)    Excavating/Grading
- Lot Line Adjustment    Minor Subdivision    Residential Subdivision Sketch/Concept Plan
- PUD Concept Plan    PUD Preliminary Plan    PUD Final Plan    Wireless Communications

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email Address: \_\_\_\_\_

Fee Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email Address: \_\_\_\_\_

Property Location (Address): \_\_\_\_\_  
(Complete (long) Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
PID#: \_\_\_\_\_

Detailed Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Variance Requests: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the applicant must demonstrate practical difficulties before a variance can be granted. The practical difficulties related to this application are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning ordinance and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of fee owner: \_\_\_\_\_ Date: \_\_\_\_\_



Lake Elmo City Hall  
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## ***LOT LINE ADJUSTMENT SUBMISSION REQUIREMENTS***

Where adjacent property owners desire to adjust their mutual lot line without creating a new parcel or lot of record, they may request a property line adjustment.

The application for a zoning map amendment shall include:

- a. Land Use application form completed and signed by Owner, or someone having legal interest in the property.
- b. Date of application
- c. Name, address, telephone number, and, if available, fax and email address of the applicant as well as of the person, firm, corporation, or association of both properties.
- d. Parcel ID # and Legal description of both properties.
- e. Property descriptions, before and after, for all properties involved.
- f. A written narrative explaining the reason for the request.
- g. Evidence of title must be provided showing the applicant is authorized to make the request.
- h. A Certificate of Survey not less than a scale of one inch (1") equals one hundred feet (100'), prepared in accordance with Minnesota Statutes to include all of the following:
  - i. Location of all public and private easements.
  - ii. Existing lot lines.
  - iii. Proposed lot lines.
  - iv. Locations and types of septic systems, in any.
  - v. Existing building locations and dimensions.
  - vi. Existing driveway locations.
  - vii. North pointing arrow and scale.
- i. Applicable fee listed on the Cities current fee schedule.
- j. Such other information as the City may require to ensure compliance with other applicable regulations.
- k. Once the lot line adjustment is recorded at Washington County, the applicant must provide evidence that it was recorded to the City.