

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: _____



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ZONING APPEAL SUBMISSION REQUIREMENTS

The board of adjustment shall act upon all questions as they may arise in the administration of the zoning code and zoning maps and it shall hear and decide appeals from and review any order, requirement, decision or determination made by such an administrative official charged with enforcing the City codes. Such appeal may be made in person, firm or corporation aggrieved by an officer, department, board or bureau of the City.

All appeals to the Board of adjustment shall be in writing and filed with the office of the City Clerk within 14 calendar days of the date of mailing of the notice of the order, requirement or determination from which the appeal is made.

The application for appeal 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.
- d. Code section that is being appealed.
- e. Full explanation of why the staff interpretation of the City code may be in error.
- f. Applicable fee listed on the City of Lake Elmo's current fee schedule.
- g. Such other information as the City may require to ensure compliance with any other applicable regulations.