

## APPLICATION FOR A LAND USE / ZONING PERMIT

**Applicability:** The following structures are required to obtain a land use / zoning permit when:

- Detached accessory structures between one hundred (100) square feet and two hundred (200) square feet
- Decks and/or platforms more than seven (7) inches and less than thirty (30) inches in height above adjacent grade and is not attached to a structure with frost footings

The following structures not required to obtain a land use/ zoning permit when:

- Detached accessory structures less than one hundred (100) square feet
- Any structure requiring a building permit

Structures that do not meet the minimum threshold for a building permit or land use / zoning permit must still comply with the appropriate provisions of the St. Cloud Land Development Code, Building Code, or St. Cloud Code of Ordinances.

**Application Deadline & Completeness:** A completed application form, site plan and payment of the application fee must be received prior to staff's review of a land use permit application. All applications are evaluated by Planning Department staff for completeness. If the materials submitted are deemed to be incomplete, Planning Department staff can reject the application until adequate information is provided. Failure to obtain a land use permit prior to construction or moving of a detached accessory structure may result in an administrative citation.

### **Application Information Required:**

- Completed application form
- Site plan drawn on an 8.5" x 11" or 11" x 17" piece of paper
- The site plan must be drawn to a standard scale such as 1 inch = 20 feet, 1/16 inch = 1 foot, or 1 box = 2 feet (graph paper)
- Type of building and roofing materials (steel, vinyl, wood, etc. siding; asphalt, wood, etc. shingles)
- Roof design (gable, hip, gambrel, etc.)

The site plan must contain the following information:

- Property boundaries (with the dimensions shown)
- Easements
- Wetland boundaries
- Significant environmental features (rock outcroppings, stands of trees)
- Public streets and right-of-ways labeled
- Location of all structures, paving, landscaping
- Dimensions of relevant structures and their distance from property lines

**Note to Applicant:** Please be aware that any written information you provide with your application, including pictures, becomes the property of the City. All materials and correspondence related to a Land Use / Zoning permit is accessible to the public upon

**Staff Review:** Once a completed application and related materials are submitted, planning department staff will have up to five (5) business days to review and render a decision.

**Compliance:** Failure to comply with the provisions of the St. Cloud Land Development Code and/or an approved land use / zoning permit is not met in a timely manner; an administrative citation may be issued with each violation subject to a fine of up to \$500.00 per Ordinance, Section 1100. If necessary, a City representative may contract for abatement with all expenses incurred against the property in the same manner as taxes and special assessments are certified and collected. Administrative citations may be appealed by contacting the Planning and Zoning Department at (320) 255-7218.

### **Questions / Submit Completed Application**

To:

Planning & Zoning Department  
400 2<sup>nd</sup> Street South  
St. Cloud, MN 56301

Phone: (320) 255-7218 Email: [planner@ci.stcloud.mn.us](mailto:planner@ci.stcloud.mn.us)

Fax: (320) 255-7258 Website: [www.ci.stcloud.mn.us](http://www.ci.stcloud.mn.us)

The City of St. Cloud's mission is to "provide high quality public services for our residents in a cost effective, responsive, innovative and professional manner given the changing needs and resources available."

**APPLICATION FOR LAND USE / ZONING PERMIT**

**APPLICANT INFORMATION:**

Name(s): \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Name(s): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**RELATED INFORMATION:**

Date of beginning \_\_\_\_\_ Estimated date of completion \_\_\_\_\_

Dimensions and area of proposed structure \_\_\_\_\_

Dimensions and area of the property \_\_\_\_\_ Existing lot coverage (total of all building footprints) \_\_\_\_\_

Proposed setbacks: interior side yard #1 \_\_\_\_\_; interior side yard #2 \_\_\_\_\_; street side yard \_\_\_\_\_; rear yard \_\_\_\_\_

Have property corners been identified and marked? Yes  No

Describe the exterior of the proposed structure (siding materials, roofing materials, colors, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE READ, EXAMINED AND UNDERSTAND THIS APPLICATION AND THAT THE INFORMATION SUBMITTED HEREIN AND ATTACHED HERETO IS TRUE, ACCURATE AND CORRECTLY STATES MY INTENTIONS.

Applicant Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**STAFF USE ONLY:**

Date submitted: \_\_\_\_\_ Site Plan Review by: \_\_\_\_\_

Approved as submitted Project No.: \_\_\_\_\_ Fee to be paid: \_\_\_\_\_

Approved with the following conditions: \_\_\_\_\_

Denied as submitted