

CLAY TOWNSHIP
30961 County 4
Park Rapids, MN 56470

Application # _____
P.I.D. # _____
FEE: \$175 ESCROW \$500.00

REQUEST FOR ZONING AMENDMENT

The applicant will be required to provide ten (10) copies of all required graphics, application forms, maps, surveys or general development plans (as applicable) providing information on the requested change shall be submitted as part of a complete application.

Applicant(s): _____ Date: _____

Applicant(s) Address: _____

City, State, Zip: _____ Phone: _____

Legal Description of property: (if applicable) _____

Property address if different from applicant(s): (if applicable) _____

Please note the type of Amendment you are requesting:

- _____ Zoning District boundary amendment (indicate on zoning map)
- _____ Zoning District Regulation amendment (note section #'s below)
- _____ Zoning Ordinance Provision amendment (note section #'s below)

Briefly describe the requested amendment and the expected effect of the proposal: (include copy of map or indicate ordinance section #'s if applicable)

Description of Adjacent Land Uses and Zoning Classifications within a 100 foot radius:

I/We hereby certify that I/we am/are the owner or authorized agent of the aforementioned property.*

Date: _____

(Signature of Applicant(s))

****Authorized agent may be a person with a contingency on a purchase agreement for said property. Zoning amendment, if approved, will take effect after purchase of property is final.***

FILING REQUIREMENTS:

1. **Completed** application form indicating location of the property, name and address of the property owner and applicant, location and use of existing structures within a 100-foot radius and a narrative statement explaining the nature of and reason for the request. Application must be signed by the applicant and the property owner.
2. General development plan showing the potential development of the property indicating proposed streets, buildings and landscaping.
3. Fee as outlined by Township Treasurer

ALL MATERIALS MUST BE SUBMITTED INCLUDING AN 8 ½ X 11 OR AN 11 X 17 FORMAT SUITABLE FOR PHOTOCOPYING OR AS AN ELECTRONIC FILE.

PROCEDURE:

1. By Applicant:
 - Submit all filing requirements to the Clay Township Board at least 30 calendar days prior to an available meeting date for a thorough site evaluation.
 - Attend all meetings at which the application is scheduled for action.
2. By Township:
 - Conduct a thorough site evaluation and review.
 - Schedule public hearing. Mail notice of public hearing to property owners within a one mile radius of applicant's property.
 - Place application on an available meeting agenda. Notify applicant of meeting date.
 - Inform applicant of township action. If request is granted, provide applicant with a copy of the resolution and ordinance stating the conditions upon which approval is granted. If denied, provide applicant an explanation of the basis for denial.

Purpose for Fees and Escrow

Fees: The application fees are used for Township Board case review, meeting costs, preparation of documents, for postage to mail the required notices to required properties, and for publication. These fees do not include recording fees.

Escrow: The Township may use consultants for engineering, legal and environmental reviews. The escrow is used to pay for costs, including but not limited to, review time, consultants, as well as meeting with applicants, neighborhood meetings, preparation of reports, preparation of legal documents, publication of the public hearing notice in the Enterprise, and recording and additional publication fees, where required. Once the escrow is used additional escrow funds may be required to be submitted prior to further processing of the request. (See Agreement to pay professional fees)

Acknowledgment and Signature:

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the Township to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Township's Ordinance, and the laws of the State of Minnesota, and that the undersigned applicant will pay all fees and charges incurred by the Township for the examination and review of this application.

Signature of Applicant(s)

Signature of Property Owner

Date

Date

An application shall only be considered complete if it includes all necessary information regarding applicant's request, application fee, an escrow payment, and an executed agreement to pay professional fees.

<p><u>For Office Use Only:</u></p> <p>Approval _____ Denial _____ <i>recommended</i> by the Clay Township Board on _____ by _____ by (date)</p> <p>_____.</p> <p>Chair</p>

<p>ADDENDUM TO DEVELOPMENT APPLICATION AGREEMENT TO PAY PROFESSIONAL FEES</p>
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Applicant(s) Name

Address of Property Involved

I/we, the undersigned Applicant(s), hereby agree that I/we will pay all fees and charges that may be incurred by the Township for planning, engineering, legal, and any other professional services directly related to and incurred by the Township during the examination, review and processing of this Application, and during any necessary enforcement action subsequent to this request. I/we understand that the application fee is only an administrative charge intended to defray costs associated with Township services and resources required for the processing of this request. I/we agree to deposit the funds in escrow with the Township. The Township will make every reasonable effort possible to keep these charges to a minimum, yet still provide the needed level of professional services. If direct costs for recording and professional services are in excess of funds placed in escrow, additional escrow funds may be required to be submitted prior to further processing of the request. Otherwise any fees resulting in charges above the escrow funds placed on deposit will be billed and promptly paid by the Applicant(s) prior to the final disposition of the request by the Township. If direct costs to the Township are less than the sum placed in escrow, then the balance will be refunded to the Applicant(s) upon final disposition of the request by the Township.

Signature of Applicant(s)

Date