

CITY OF REMER
LAND USE PERMIT APPLICATION

APPLICATION:

- A. Applicant shall complete Land Use Permit Application and submit to the City Clerk.
- B. Application shall be accompanied by site plan drawing complete with the following minimum information:
 - Size of parcel, drawn to scale
 - Location on the parcel of all existing structures and their square footage
 - Location on the parcel of all proposed structures and their square footage
 - Existing and proposed driveway, access roads, parking, sidewalks and other impervious coverage
- C. Application shall include drawings showing number of bedrooms in the structure.
- D. Application shall include elevation drawings showing proposed structure height.
- E. Application shall include Sewer Compliance Inspection Report (if subject property contains a SSTS) if the SSTS is over five years old.

REVIEW:

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. City Staff will indicate on the application the date that the application is complete. The applicant will be notified where additional information is needed.
- B. The City Staff shall, based on submittals, compute the land use permit fee. This fee shall be paid by the applicant before a permit is issued. The fee is non-refundable.

ACTION:

In order to obtain a land use permit, the following must happen:

- A. The Zoning Administrator must review and approve the Sewer Compliance Inspection report or verify the age of the SSTS.
- B. The City Clerk must review all current City billings and ensure the property owner is current on all payments.
- C. The City Clerk must ensure that the permit fee has been collected.
- D. The Planning and Zoning Administrator must ensure that the proposed improvements meet the requirements of the Ordinance.

PLEASE NOTE: The City strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. Close coordination with the City Staff during the project design phase and submittals that are complete and accurate will help applicants avoid delays.

APP # _____
Date _____
(for office use only)

CITY OF REMER
LAND USE PERMIT APPLICATION

Name of Applicant _____ Phone _____

Mailing Address _____ Email _____

City, State, Zip _____

Applicant is:

Title Holder of Property:

- Legal Owner ()
- Contract Buyer ()
- Option Holder ()
- Agent ()
- Other _____

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application (required): _____
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:

Re Code No. _____

Zoning District _____

State nature of request in detail: (What are you proposing for the property?)

Approved by the Zoning Administrator: _____ Date: _____

CHECKLIST

_____ Completed application

_____ Fee

_____ Sewer Compliance Inspection (if SSTS)

_____ All current City charges paid

_____ Site plan with the following information, as a minimum (unless waived by P&Z Administrator):

_____ Size of parcel, drawn to scale

_____ Location on the parcel of all existing structures and their square footage

_____ Location on the parcel of all proposed structures and their square footage

_____ Existing and proposed driveway, access roads, parking, sidewalks and other impervious coverage

CITY OF REMER CONTACT INFORMATION

City of Remer:

106 Spruce St.
Remer, MN 56672

Phone: (218) 566-4156
Email: eblundell@cityofremer.com

Planning and Zoning
Administrator:

Justin Burslie
Sourcewell
PO Box 219
Staples, MN 56479

Phone: (218) 895-4151
justin.burslie@sourcewell-mn.gov