

# City of Aitkin Zoning Application Form



(Zoning applications will not be considered complete and will not be accepted until all property owners have signed this application) File #:

## I. Property Owner #1

\_\_\_\_\_  
(name) (address) (st) (zip)

\_\_\_\_\_  
(phone #) (fax #) (email)

Signature: \_\_\_\_\_

## Property Owner #2

\_\_\_\_\_  
(name) (address) (st) (zip)

\_\_\_\_\_  
(phone #) (fax #) (email)

Signature: \_\_\_\_\_

## Property Owner #3

\_\_\_\_\_  
(name) (address) (st) (zip)

\_\_\_\_\_  
(phone #) (fax #) (email)

Signature: \_\_\_\_\_

(If there are more than three owners, please attach an additional sheet to provide their information and signature)

## II. Please identify the request for which you are applying:

### SUBDIVISION OF LAND

- Pre-Application Meeting (\$100)
- Metes and Bounds Subdivision (\$100)
- Sketch Plan (\$150)
- Preliminary Plat (\$350)
- Final Plat (\$100+\$10 per lot)

### LAND USE REQUESTS

- Conditional Use Permit (\$400)
- Variance (\$400)
- Home Occupation Permit (\$50)
- Excavation/Fill Permit (\$150)
- Sign Permit (\$50)
- Fence Permit (\$50)

### PLANNING AMENDMENT

- Comprehensive Plan Amendment (\$100)
- Zoning Ordinance Amendment (\$300)
- Zoning Map Amendment (\$400)

All comprehensive plan and zoning code text/map amendment Applicants are also responsible for printing costs to update all city documents.

### OTHER REQUESTS

- Special Planning Commission / Board of Adjustment Meeting (\$500)
- Appeal to Board of Adjustment (\$0)
- Appeal to City Council (\$300)  
(if appeal is upheld by the City Council, the fee shall be refunded)

III. Property Information:  
Street Location/Address of Property: \_\_\_\_\_  
Property Identification Number (PID): \_\_\_\_\_  
Present Zoning: \_\_\_\_\_  
Legal Description (From Deed or Certificate of Title): \_\_\_\_\_

(if additional space is needed, please attach a separate sheet)

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_  
Property described is by:  Abstract  Torrens—Certificate #: \_\_\_\_\_  
Location of Certificate: \_\_\_\_\_

IV. Main Contact Person  
 Property Owners  
 Other (if other, please fill out the information below)  
Title (Position or relation to property owners): \_\_\_\_\_  
\_\_\_\_\_  
(name) (address) (st) (zip)  
\_\_\_\_\_  
(phone #) (fax #) (email)

V. Notice of Fees / Property Inspection  
The City Fee Schedule states that the property owner shall reimburse the city for all related miscellaneous costs that exceed the amount of the original land use application fee. Such expenses may include, but are not limited to, direct city payroll and overhead costs, fees paid to consultants and other professionals, and the cost of printing, mailing, and supplies. These miscellaneous fees are due immediately upon notification by the City. The City shall provide, upon request, an itemized statement of the various expenses incurred by the City. The City may withhold final action on a land use application and/or rescind prior action until all miscellaneous fees are paid. The City may require additional deposits if deemed necessary. The property owner agrees to allow city staff and commission/council members to access the property per this application for inspection.

I acknowledge that I have read the above statement and fully understand that I am granting city officials access to my property, and I accept the responsibility to pay all costs incurred by the City in the processing and reviewing of this application.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Use:  
Application Information:  
Date Application Received: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_