

PERMIT DOCUMENTATION REQUIRED

1. PROPERTY TAX STATEMENT-or other form to prove property ownership

2. LOT DRAWING WITH THE FOLLOWING NOTATIONS

- DIRECTIONALS
- PROPERTY DEMENSIONS
- STREET LOCATIONS
- EXISTING STRUCTURES
- DISTANCE FROM IMPROVEMENT TO PROPERTY LINES
- DISTANCE FROM IMPROVEMENT TO OTHER STRUCTURES
- DISTANCE FROM IMPROVEMENT TO WELL OR SEPTIC SYSTEM
- DISTANCE FROM STRUCTURE TO ORDINANRY HIGHH WATER MARK-IF APPLICABLE
- DISTANCE FROM STRUCTURE TO ALL EASEMENTS
- DISTANCE FROM STRUCTRUE TO ALL ALLEY WAYS

3. Flood Zone

- Flood Zone information may be obtained by using the following link:
<https://msc.fema.gov/portal/search> or by using

LeSueur County Property Search at:

<http://beacon.schneidercorp.com/Application.aspx?AppID=248&LayerID=3190&PageTypeID=2&PageID=1710>

(Access your property then Map your property and select Flood Insurance)

- Flood Certification if applicable
- Supplemental data for buildings
- Elevation Certification (as Built)

4. Shoreland

- Calculation of all impervious surfaces on you property
- Completed Land Alteration Permit

5. Variance Request:

- Completed Variance Application
- Completed Zoning Application
- Application deadline: 15 days prior to the next scheduled Meeting.
- Planning Commission Sets Public Hearing (Due to notice requirements this will be no less than 20 days after the Hearing setting meeting, additional time may be needed if Other agencies need to be served notice.
- Planning Commission will conduct public hearing and prepare Fact Findings
- Planning Commission will make recommendation to the City Council at the next regular Council meeting following the Public Hearing.

6. Conditional Use Request:

- Completed Conditional Use Application
- Completed Zoning Application (if applicable)
- Application deadline: 15 days prior to the next scheduled Meeting.

- Planning Commission Sets Public Hearing (Due to notice requirements this will be no less than 20 days after the Hearing setting meeting, additional time may be needed if Other agencies need to be served notice.
- Planning Commission will conduct public hearing and prepare Fact Findings
- Planning Commission will make recommendation to the City Council at the next regular Council meeting following the Public Hearing.