



<b>For Office Use Only</b>	
	Stamp
Fee Paid: _____	
Escrow Paid: _____	

## Site Plan Land Use Application & Checklist

*Procedures for processing site plans are found in Hugo City Code Chapter 90, Section 90-36.*

No person shall develop, construct, or erect any permanent building, structure, or facility, or alter the exterior dimensions of any building, structure, or facility without first having obtained site plan approval. Farm and residential site plans meeting the standards contained in Hugo City Code Chapter 90 may be approved by the Zoning Administrator. Applications for approval of all other site plans are considered by the Planning Commission, and approved or denied by the City Council. Site plan approval is not required for the construction or alteration of agricultural buildings with a value under \$5,000 and located on parcels of land twenty (20) acres or more in size within the Agricultural and Long-term Agricultural Zoning Districts.

### Property Information

Street Address of Property \_\_\_\_\_ P.I.D. Number \_\_\_\_\_

Legal Description  
(Please attach description if lengthy) \_\_\_\_\_

### Applicant (Applicant will receive all correspondence from the City)

Developer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### Engineer

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

### Architect

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner(s)**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Affidavit of Ownership (Application must be signed by all owners in fee title to which the permit shall apply)**

That I (we) am (are) the owner(s) of the property for which a land use approval is sought or have the lawful Power of Attorney therefore. **All signatures must be notarized.** If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the above information.

**All property owners must sign.**

**PRINT** Name of property owner & PIN \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF MINNESOTA )

) ss.

(Individual Notary)

COUNTY OF WASHINGTON)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_

and \_\_\_\_\_, who signed the foregoing instrument and acknowledged said instrument to be their free act and deed.

\_\_\_\_\_  
Notary Public

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**ALL THE FOLLOWING INFORMATION **MUST** BE SUBMITTED ALONG WITH ALL ITEMS REQUIRED UNDER SECTION 90-36 SUB 6.**

\_\_\_\_\_ Completed application, signed by all owners in fee title, of the property to be improved.

\_\_\_\_\_ Proof of ownership by either a copy of a deed, abstract of title, or attorney's opinion.

\_\_\_\_\_ A site plan showing the relationship of the structures and facilities of the proposed development to adjacent property, public roads, drainage patterns, wetlands, and site development standards, and other information having a bearing on the plan's approval. Where the value of the improvements is to exceed \$5,000, a site survey prepared by a registered land surveyor, at a scale not less than one inch equals one hundred feet (1" = 100') and with two foot (2') contour intervals, is required. The survey will be prepared in accordance with the standards for a minor subdivision.

\_\_\_\_\_ Copies of any previous variances, site plan approvals, Conditional Use Permits, or other permits issued to the site.

\_\_\_\_\_Watershed District, Department of Natural Resources, and Corps of Engineer permits, as required.

\_\_\_\_\_Sewer & water service plan.

\_\_\_\_\_Application fee and escrow as established by the City Council.

\_\_\_\_\_All other information that may be requested in accordance with Section 1115.070.1, Subd. 6.

**Applications must include electronic copies of plans and application items. Large copies of plans may be requested in addition to electronic copies.**