



<b>For Office Use Only</b>	
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## Zoning Amendment Land Use Application & Checklist

*Procedures for processing zoning amendments are found in Hugo City Code Chapter 90, Section 90-40.*

Changes to the City's Zoning Ordinance, including zoning classification of a property, land uses allowed in a zoning district and modifications to development standards, may only be accomplished through ordinance adopted by the City Council.

### 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 \_\_\_\_\_

### Description of Request (Please attach description if lengthy)

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**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.**

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

\_\_\_\_\_ The legal description and address of the property to which the zoning amendment shall apply.

\_\_\_\_\_ Proof of ownership of the property to which the amendment shall apply. (Only the property owner may apply for a zoning amendment, and all owners of record must sign the application and agree to the amendment.)

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

\_\_\_\_\_ A detailed description of the zoning amendment requested, including reference to those provision of the ordinance to which the amendment applies.

\_\_\_\_\_ A detailed statement as to the unique conditions of the property that create a need for the amendment and a narrative explaining how criteria under Section 90-40 Sub C, 1-5 are satisfied

\_\_\_\_\_ A topographic survey of the property, prepared by a registered land surveyor, at a scale not less than one inch equals one hundred feet (1" = 100') with two foot (2') contour intervals. The plan shall show the location of public streets and public utilities in relation to the property.

\_\_\_\_\_ A wetlands delineation of the property.

\_\_\_\_\_ An Environmental Assessment Worksheet or Environmental Impact Study if required.

\_\_\_\_\_ A report prepared by a registered traffic engineer as to the number and distribution of daily traffic trips to be generated by the proposed use of the land.

\_\_\_\_\_ Application fees as established by the City Council.

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