



405 SINCLAIR LEWIS AVENUE  
SAUK CENTRE, MN 56378  
PH: (320) 352-2203 FAX: (320) 352-0121

**LAND USE REQUEST APPLICATION**

*Please Type or Print Neatly. Attach additional sheets if necessary.*

**APPLICANT NAME(S):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS(ES):**

**PHONE NUMBER(S):** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**PROPERTY OWNER NAME(S) (if different from Applicant):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**PLEASE ATTACH ANY ADDITIONAL NAMES, ADDRESSES AND TELEPHONE NUMBERS OF ANY OTHER PERSONS, FIRM AND CORPORATION HOLDING INTERESTS IN SAID LAND.**

I/We, the undersigned, hereby make the following application to the Planning Commission and City Council of the City of Sauk Centre, Stearns County, Minnesota. (Applicants have the responsibility of checking all applicable ordinances pertaining to their application and complying with all ordinance requirements):

**A. Application is hereby made for: (Applicant must check any/all appropriate items)**

- \_\_\_\_\_ Variance
- \_\_\_\_\_ Conditional Use Permit
- \_\_\_\_\_ Zoning Amendment (Rezoning )
- \_\_\_\_\_ Lot Split or Consolidation
- \_\_\_\_\_ Other \_\_\_\_\_

**B. Parcel Identification Number(s) of Property:** \_\_\_\_\_

**C. Legal Description of Property: (Please Attach Metes & Bounds Description)**

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**D. Required information:**

1. Location/Site Address of Subject Property: \_\_\_\_\_
2. Gross Area of Land: \_\_\_\_\_
3. Current Zoning Classification(s): \_\_\_\_\_
4. Desired Zoning Classification(s): \_\_\_\_\_

All or part of the following information (if applicable) is required with the application if checked:

- Site plan drawn to scale or Certificate of Survey showing:
  - Legal description of the property and site address
  - Lot dimensions
  - North Point and Graphic Scale
  - All adjacent streets, easements and alleys
  - Footprint of ALL existing and proposed structures with ALL setbacks and dimensions noted
- Utilities Checklist (To be completed and signed at the Public Utilities Office)
- Drainage Plans including elevation (as prepared by Licensed Surveyor) of all lot corners, the building pad, side front and rear yard lines, elevations at all low openings or all lookout/walkouts, first floor elevation and drainage arrows showing how the lot is to drain
- Lot Split and Consolidation requests require Certificate of Survey prepared by Licensed Surveyor and Special Assessment Search Certificate
- Other \_\_\_\_\_

**E. Variance Applications:**

The request(s) which I/we desire for our property require a variance from the following section(s) of the Sauk Centre City Code:

Section \_\_\_\_\_                      Section \_\_\_\_\_                      Section \_\_\_\_\_

Proposed variance(s):

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What special conditions and circumstances exist which are particular to the land, structure or building(s) involved which do not apply to the land, structures or building(s) in the same zoning classification (attach additional pages as needed)?

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Do any of the special conditions and circumstances result from your own actions (if the answer is yes, you may not qualify for a variance)? \_\_\_\_\_

What facts and considerations demonstrate that the literal interpretation of the zoning or subdivision code or other city code/plan would deprive you of rights commonly enjoyed by other properties in the same district under the terms of the zoning code (attach additional pages as needed)?

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State your reasons for believing that a strict enforcement of the provisions of city code would cause undue hardship. Undue hardship means that the property in question cannot be put to a reasonable use if used under the conditions allowed by city code. Economic considerations alone shall not constitute an undue hardship under the terms of city code as referenced in state statutes:

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**F. Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated.**

**G. Describe the fiscal and environmental impact the proposed development will have on adjacent property owners and the City of Sauk Centre.**

I/we hereby certify that I/we have read and examined this application and know the same to be true and correct. I/we have identified all property boundaries, easements, flood zones and/or wetlands existing on the subject property on my site plan and/or survey and application. The undersigned further agrees that the City and its' administrative staff relied on the accurateness of this application, plans and specifications relative to this request and holds the city of Sauk Centre, and its' employees harmless from all liability arising from granting an approval.

\_\_\_\_\_

**Applicants Signature(s)**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Property Owners Signature(s)**

\_\_\_\_\_

**Date**

The Planning Commission will review or take action on this request on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**(Applicant or authorized agent must be present at the Planning Commission Meeting).**

The City Council will review or take action on this request on \_\_\_\_/\_\_\_\_/\_\_\_\_.