

CONTACT GOPHER STATE ONE CALL BEFORE DIGGING @ 1-800-252-1166

**CITY OF SPRINGFIELD
ZONING PERMIT APPLICATION**

APPROVED _____ **PERMIT #** _____ **PERMIT COST** _____

NOT APPROVED _____ **PUC** _____ **STREET** _____

Approved signatures/**Date Signed**: _____

Reason(s) for not being approved: _____

OWNER: _____

ADDRESS: _____

PROJECT SITE ADDRESS: _____

EMAIL: _____

PHONE NUMBER: _____ **PROJECT COST:** _____

CONTRACTOR NAME: _____ **CONTRACTOR #:** _____

Permit Applicant Is: (Please check one) _____ Owner _____ Contractor

Type of Work: (Please check one) _____ New _____ Addition _____ Alteration

Project Description (types of materials, please describe the project in feet for height, width, length, depth, & square footage of the project): _____

By signing this application form, I agree that permit fees used to process this application are the responsibility of the applicant and property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

APPLICANT SIGNATURE: _____

DATE OF APPLICATION: _____

NO CONSTRUCTION IS TO START UNTIL YOUR ZONING PERMIT HAS BEEN APPROVED AND PAID FOR.

FOR THE SPRINGFIELD PLANNING & ZONING MEETING TIME & PLACE, PLEASE SEE THE OFFICIAL MEETING POSTING PLACE (City Hall-South/West Window).

PLEASE SHOW A DETAILED DIAGRAM OF THE PROJECT ON THE BACK OF THIS SHEET.

<https://springfieldmn.sharepoint.com/sites/BoardandCommittees/Shared%20Documents/Planning%20Zoning%20Commission/Planning%20&%20Zoning%20FORMS/Zoning%20Permit%20Application.docx>

NOTE: IT IS THE PROPERTY OWNERS' RESPONSIBILITY TO CONTACT GOPHER STATE ONE CALL FOR UTILITY LOCATES.

Location of property lines may be required. If you cannot locate your property lines, please contact City Hall at 723-3500, and we will let you know the procedure to aid in finding them.

PLEASE INCLUDE THE FOLLOWING INFORMATION ON YOUR DIAGRAM.

___ All existing buildings with dimensions

___ New construction with dimensions

___ Distances to all property line for ALL Buildings

___ Height of side walls (if needed)

PERMITS CANNOT BE ISSUES WITHOUT THE COMPLETED INFORMATION.

NORTH
Property Line

WEST

EAST

SOUTH

