

**CITY OF EAST GULL LAKE**  
**LAND USE PERMIT APPLICATION**

**APPLICATION:**

- A. Applicant shall complete Land Use Permit Application and submit to the Zoning Administrator.
- B. Application shall be accompanied by site plan drawing complete with the following minimum information:
  - Size of parcel, drawn to scale
  - Location on the parcel of all existing AND proposed structures and their square footage
  - Location on the parcel of all easements
  - Location of existing and proposed sewer lines; showing all lateral connections within the Right of Way, and the distance of all sewer connection lines from all lot lines and all existing structures, proposed structures and improved surfaces. (if applicable)
  - Existing and proposed driveway, parking, sidewalks and similar improvements.
- C. Application shall include drawings showing number of bedrooms in the structure.
- D. Application shall include elevation drawings showing proposed structure height.
- E. Applications for riparian lots shall include a picture of the parcel as viewed from the lake.
- F. Application shall include Sewer Compliance Inspection (if applicable).

**REVIEW:**

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. City Staff will indicate on the application the date that the application is complete. The applicant will be notified where additional information is needed.
- B. The City Staff shall, based on submittals, compute the building permit fee. This fee shall be paid by the applicant at the time the application is submitted. The fee is non-refundable.

**SITE REVIEW:**

- A. A site review must be scheduled before and after all structural components are up.
- B. The applicant must call after the framing, roof, trusses, etc., are in place.

**ACTION:**

In order to obtain a Land Use Permit, the following must occur:

- A. The City Wastewater Superintendent must review and approve the Sewer Compliance Inspection report.
- B. The City Clerk must review all current City billings and insure that the applicant is current on all payments.
- C. The City Clerk must insure that the permit fee has been collected.
- D. The Planning and Zoning Administrator must insure that the proposed improvements meet the requirements of the Ordinance.

**PLEASE NOTE: The City strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. Close coordination with the City Staff during the project design phase and submittals that are complete and accurate will help applicants avoid delays.**

APP # \_\_\_\_\_  
Date \_\_\_\_\_  
(for office use only)

**CITY OF EAST GULL LAKE**  
**LAND USE APPLICATION**

Parcel ID No. 87- \_\_\_\_\_ - \_\_\_\_\_ Zoning District \_\_\_\_\_

Property Address \_\_\_\_\_

Name of Property Owner \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contractor/Agent (if applicable):

\_\_\_\_\_  
(Name) Phone: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
(Address) Email \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip) License (Type & Number): \_\_\_\_\_  
(PE, RLS, AIA, General Contractor, etc.)

Residential Construction:

- New Residential Home
- Addition to Existing Home
- Residential Accessory Structure (Garage, Deck, etc.)

Commercial Construction:

- New Commercial Principal Structure
- Addition to Existing Commercial Structure
- Commercial Accessory Structure (Garage, Deck, etc.)

Total area of all construction, including main floor and above, basement, deck, accessory structure, porch, patio, driveway or other area constructed.  
Square Feet: \_\_\_\_\_  
Building Height: \_\_\_\_\_ (in Feet)

Other Work:

- Shoreland Grading/Filling
- Fence
- Sign

Sewer:

- Municipal Sewer System (**Circle One: Connection/Reconnection**)
- Individual Sewage Treatment System (**ISTS Application Required for New System/Reconnection**)

State nature of request in detail: (What are you proposing for the property?)

\_\_\_\_\_  
\_\_\_\_\_

Existing Ground Floor Elevation: \_\_\_\_\_ (may use assumed elevation)

Proposed Ground Floor Elevation: \_\_\_\_\_

Total amount of fill to be hauled TO the property (including landscaping materials): \_\_\_\_\_

Total amount of fill to be hauled FROM the property: \_\_\_\_\_

For fill removed from the property, indicate the disposal site: \_\_\_\_\_


\_\_\_\_\_  
Signature of Owner, authorizing application (required)

\_\_\_\_\_  
Signature of Applicant (if different than owner)

To the Owner and/or Applicant: by signing above you affirm that you have read and understand the instructions accompanying this application and that all information you have provided on this application form and accompanying application materials is true and correct.)

Approved by the Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**SITE PLAN**



You **must** include all buildings, existing and proposed, on your property and label them. You **must** include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads and public right of way, and any other pertinent setbacks.

I attest that the information provided in this sketch is true, accurate, and complete.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

Note to Applicants: You may visit [http://www.co.cass.mn.us/maps/map\\_home.html](http://www.co.cass.mn.us/maps/map_home.html) to download and print a map of your property. Site plans may also be prepared and submitted using this information. Applicants may submit a site plan not prepared on this form, however this form must be signed by the applicant and submitted with the required application form and required application fee.

