



# CITY OF HAM LAKE

15544 Central Avenue NE

Ham Lake, MN 55304

Phone (763) 434-9555 Fax (763) 235-1697

## PLANNING REQUEST

Date of Application \_\_\_\_\_

Date of Receipt \_\_\_\_\_

Receipt # \_\_\_\_\_

Meeting Appearance Dates:

Planning Commission \_\_\_\_\_ City Council \_\_\_\_\_

Please check request(s):

Metes & Bounds Conveyance

Commercial Building Permit

Sketch Plan

Certificate of Occupancy

Preliminary Plat Approval\*

Home Occupation Permit

Final Plat Approval

Conditional Use Permit (New)\*

Rezoning\*

Conditional Use Permit (Renewal)

Private Kennel License\*

Other

*\*NOTE: Advisory Signage is required for land use alterations and future road connections. This application also requires a Public Hearing. Such fees shall be deducted from deposit.*

Development/Business Name: \_\_\_\_\_

Address/Location of property: \_\_\_\_\_

Legal Description of property: \_\_\_\_\_

PIN # \_\_\_\_\_ Current Zoning \_\_\_\_\_ Proposed Zoning \_\_\_\_\_

Notes: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

*You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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- FOR STAFF USE ONLY -

ACTION BY: Planning Commission \_\_\_\_\_

City Council \_\_\_\_\_

PROPERTY TAXES CURRENT YES NO

*NOTICE TO ALL APPLICANTS FOR MUNICIPAL  
PERMITS, LICENSES,  
OR OTHER MUNICIPAL ACTION*

1. *If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.*
  
2. *The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.*
  
3. *The information you supply will be public and available to any entity requesting to inspect the information.*

*DATA PRACTICES ADVISORY  
TENNESSEN WARNING  
REQUIRED BY MINNESOTA STATUTES CHAPTER 13.04*

SIGNED BY \_\_\_\_\_

COMPANY/TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF HAM LAKE  
ACKNOWLEDGMENT OF RESPONSIBILITY  
TO REIMBURSE EXPENSES

The undersigned, \_\_\_\_\_, having applied to the City of Ham Lake for consideration of a planning and zoning request, or any other permit, license, or action requiring review and/or approval of the City, as follows:

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*Type of Application*

acknowledges that the sum of \$\_\_\_\_\_, has been deposited with the City of Ham Lake to reimburse the City of Ham Lake for any out of pocket expenses incurred by the City in reviewing the proposal, including but not limited to a staff review fee, any signage required by ordinance, and City Engineer and City Attorney's fees for their review, in amounts which are not known to the City at this time. The applicant acknowledges that it is the responsibility of the undersigned to reimburse the City for any such engineering or attorney's fees incurred in review of the applicant's request, or any other expenses incurred by the City in connection with this requires, and further acknowledges that in the event that the undersigned fails to promptly remit any amounts incurred by the City in excess of the deposit, the City shall have the right to discontinue further consideration or action upon the undersigned's request, shall have the right to rescind any approvals, withdraw any permits, licenses or other consents, shall have the right to vacate any street or road, plat or other dedication, and the undersigned waives the right to claim damages arising out of any such act by the City. Furthermore, the applicant agrees that in the event that the City is required to take legal action in order to effect recovery of any of the expenses incurred by the City from the undersigned, the City shall be entitled, in addition to principle and interest, to recover its reasonable attorney's fees incurred in collecting said sums from the undersigned.

Applicant Signature \_\_\_\_\_ Dated \_\_\_\_\_

The following statement must be signed if the applicant is not the property owner:

\_\_\_\_\_, as owner of the property involved in the foregoing application, agrees to be jointly and severally liable for payment of the foregoing fees.

Property Owner Signature \_\_\_\_\_ Dated \_\_\_\_\_