

APPLICATION FOR A HEARING BEFORE THE POKEGAMA TOWNSHIP BOARD OF APPEALS/ADJUSTMENTS

Pokegama Township Planning and Zoning
 18336 Town Hall Rd.
 Pine City, MN. 55063
 Town Hall; 320-629-3719

Permit No. _____
 Fee Rec'd _____
 Receipt No. _____
 Date Rec'd _____
 By; _____

When preparing this application, please print or type the reply to each question. If you have any questions, please contact the Zoning Administrator at (320)629-3917. The following plans, specifications and other documents pertaining to the application shall be submitted at the time of the filing. Please note that a incomplete application packet may cause a delay in reviewing your application.

Purpose of Application

_____ Variance _____ Appeal _____ Other

Property/ Owner Information

Property Owners name: _____

Address of Property/Owner: _____

City; _____ State; _____ Zip; _____

Telephone; _____ Fax; _____

Owners recognition of Petition _____

Applicant Information

Applicants Name (If different than Property Owners) _____

Mailing Address; _____

City; _____ State; _____ Zip; _____

Telephone; _____ Fax; _____

Legal Description of Property

P.I.D.# _____

Briefly Describe your Request:

I/we certify that all information and attachments to this application are true and correct to the best of my knowledge. I/we comply with all the provisions of the applicable Ordinances of Pokegama Township, Pine County and State/Federal Codes.

Signature of Applicant

Date

Make checks payable to Pokegama Township

Do not write below this line (official use only)

Zoning fee: \$ 400

Submittal Process:

Reviewed by Zoning _____ Date (60 day) _____
(Upon completion and review of application, 60 day clock starts)

Referred to Planning Commission _____ Date _____

Schedule Public Hearing _____ Date _____

Place Notice of Hearing in Newspaper and send Individual Notices to property owners within 500 feet of affected property. _____ Date _____
(Ten (10) days prior to hearing)

Reviewed by Appeals Board _____ Decision _____

Reviewed by Township Board _____ Decision _____

Zoning notifies applicant of decision _____ Date _____

Permit submittal checklist

___ Completed application form, signed and dated.

___ A location (vicinity) map showing general location of proposed use.

___ 3 copies of site plan drawn to scale showing the following;

1. Existing and proposed buildings and structures (dimensions & locations)
2. Curb cuts, driveways, access roads, parking and sidewalks.
3. Existing and proposed utilities including storm sewers, sanitary sewers, and water supply.
4. Soil type and soil limitations for the intended use.
5. Wetlands, lakes, rivers, streams, or other waterways.
6. Stormwater and erosion control plans, if required, designed by a Minnesota certified civil engineer.
7. Additional information if required.

___ A map showing all principal land use within 350 ft. of parcel for which the application is being made.

___ Questioner on compatibility to the Comprehensive Plan and other Township policies.

___ List of all Property Owners within 500 feet of affected property or ten (10) Properties closes to affected property.

___ Impact statements; fire protection plan, sign plan, sound source control plan, lighting plan.

___ Application fee of \$250

Variance Standards

In considering requests for variances, the Board of Appeals shall make a findings of fact as to whether the request meets all of the following cases; The burden of proof rests with you. Use additional paper if needed.

1. **The proposed action will be in keeping with the spirit and intent of the Comprehensive Plan and Ordinances.**

2. **The property in question cannot be put to a reasonable use if used under the conditions allowed in the ordinance.**

3. **The plight of the landowner is due to circumstances unique to the property and not created by the landowner.**

4. The variance, if granted, will not alter the essential character of the locality or adversely impact the environment.

5. The variance requested is the minimum variance which would elevate the hardship.

Notes

The above information is minimum requirements for the approval of variance request. Additional information may be required by the Board of Appeals or the Township Board who has the final approval.

Additional information or documents requested.
