

**SITE PERMIT APPLICATION
PURSUANT TO CHAPTER §750**

Information required from the Owner and/or Applicant pursuant to Chapter §750.2 of the Ford Township Land Use Ordinance (Pages 1 – 5 to be completed by the Owner and/or Applicant):

a) **Street Location of the Lot and/or Parcel:**

b) **Name, Address, Phone Number of:**

Owner Information (Required):

Name of the Owner(s) of the Lot and/or Parcel () Phone Number

Street Address City State Zip Code

Applicant Information (Optional):

Name of the Applicant(s) () Phone Number

Street Address City State Zip Code

c) **Legal Description of Lot and/or Parcel (attach additional sheets as necessary):**

d) **All existing and proposed easements:**

e) **Gross Acreage of the Lot and/or Parcel:** _____

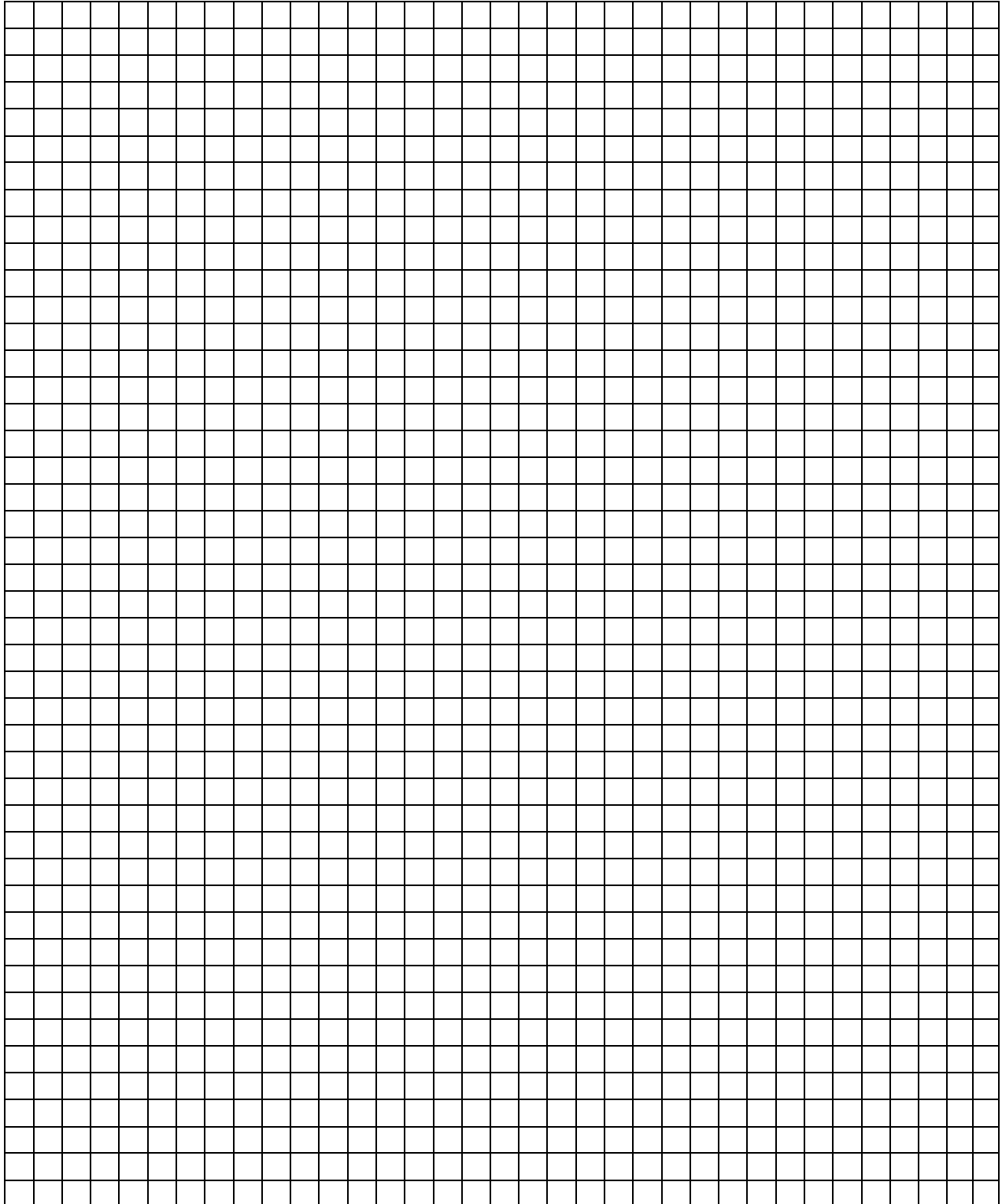
f) Detailed description as to the number of man hours reasonably estimated as necessary for completion of the project giving rise to the proposed Site permit Application: _____

| Additional Requirements of Owner and/or Applicant: | Check If Submitted: |
|---|--------------------------|
| g) Site plan drawn to a minimum scale of 1" = 100 feet or other scale to be approved by the Zoning Administrator showing the Lot and/or Parcel and Building dimensions, including square footage, with accurate measurements and location of all existing and proposed Buildings and improvements on the Lot and/or Parcel together with all Setbacks from the Lot Lines and Public Road Right-of-Way.* | <input type="checkbox"/> |
| h) Driveways, Access Roads, Parking Spaces, Off-Street Parking and Loading Areas.* | <input type="checkbox"/> |
| i) A parking plan describing the number of Parking Spaces, traffic patterns and parking access. | <input type="checkbox"/> |
| j) Landscaping, Fences and Screening Plans*. | <input type="checkbox"/> |
| k) Drainage Plan, including a written statement as to the potential effect on adjacent Lots and/or Parcels and SWPPP. | <input type="checkbox"/> |
| l) Description of material proposed to complete the exterior of the Building and/or Structure. | <input type="checkbox"/> |
| m) Description of any proposed lighting to be used, and the potential effect of said lighting on adjacent Lots and/or Parcels.* | <input type="checkbox"/> |
| n) Septic system and well location with estimated use per day. | <input type="checkbox"/> |
| o) Utility plan, including, but not limited to, the types of utilities existing and/or proposed (telephone lines, power lines, DSL lines, cable, gas lines, outdoor propane tanks, garbage/refuse receptacles, etc.) and the location and/or proposed location of said utility lines*. | <input type="checkbox"/> |

* If a survey is not required by the Zoning Administrator or by the Ford Township Ordinance or if all the information required above is not shown on the survey, please use the graph on the following page to complete your sketch of the information required pursuant to paragraphs (g), (h), (j), (m) and (o) above.

NOTE: In addition to the information as provided in paragraphs ((g), (h), (j), (m) and (o) above, the North arrow must be included on your sketch together with the adjacent Lots and/or Parcels Zoning District classification.

Please use this page for your complete sketch



Affirmation and Acknowledgement: I(We) hereby represent and affirm that all the information contained in the Site Permit Application and the attachments are true and correct. I(We) hereby acknowledge that if this Site Permit Application is granted, the Site Permit will become void if I(we) do not proceed substantially on the work permitted pursuant to said Site Permit within six (6) months after approval of the Site Permit Application. I(We) further acknowledge that to proceed substantially means to make visible improvements to the Lot and/or Parcel and to have had applied to the Lot and/or Parcel at least 40% of the labor hours which it was reasonable estimated would be necessary for completion of the project. I(We) hereby further represent that I(we) am/are able from a financial and legal basis to complete the work as provided in the Site Permit Application. I(we) understand and acknowledge that one or more extensions for not more than six (6) months each may be granted by the Town Board for good cause, as determined after a review and recommendation by the Planning Commission and Town Board.

Wetland Conservation Waiver

Pursuant to Minn. Stat. §103G.2212, an agent or employee of another may not drain, excavate or fill a wetland, wholly or partially unless the work meets an exemption or a replacement plan has been approved by Kanabec County. **Work in violation of Minn. Stat. §§103G.2212 to 103G.237 is a misdemeanor punishable by up to a \$1,000.00 fine and 90 days in jail.**

I(We) acknowledge that I(we) have reviewed and understand the above statements.

Date **Signature of Owner(s)**

Date **Signature of Owner(s)**

Date **Signature of Applicant(s)**

Date **Signature of Applicant(s)**

Date and time of meeting with
 Ford Township Zoning Administrator and Applicant(s): _____ : _____

NOTE: All required information must be submitted at the time of Application. Incomplete Site Permit Applications will not be accepted; completeness includes full payment of all required fees. Incomplete Site Permit Applications will be returned with all materials, including fees, with a letter explaining what has caused the Application to be incomplete. Five (5) copies of the complete Site Permit Application together with any and all site plans and any other supporting documentation shall be submitted to the Zoning Administrator. The Owner/Applicant shall further provide any oversized plans to the Zoning Administrator in a folded form and submit five (5) additional copies of any such oversized plans in a size not to exceed 11 x 17.

**CONTACT FORD TOWNSHIP ZONING ADMINISTRATOR TO
 SUBMIT SITE PERMIT APPLICATION**

| 750.3(d) Extension of time by Zoning Administrator (Optional) | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is an extension of time required to determine whether to approve or disapprove the Site Permit Application? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If extension of time is required, state reason for extension: _____ _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If extension of time required, written notice of extension was sent to Applicant together with stated reasons for extension (<i>extension of time shall not exceed 60 days without written approval of Applicant</i>). | <input type="checkbox"/> | | <input type="checkbox"/> |
| 4. If extension of time required, what <u>date</u> was written notice of extension sent to Applicant: Date notice of extension sent: _____ Method notice was sent: _____ | | | |
| <u>** Copy of Notice sent to Applicant/Owner was retained for Township Records.</u> | <input type="checkbox"/> | | <input type="checkbox"/> |

I certify that if notice was required pursuant to 750.3(d), that provided notice as provided above.

Date Signature of Zoning Administrator

| FORD TOWNSHIP ZONING ADMINISTRATOR USE ONLY | Sixty Day Rule Date: |
|---|-----------------------|
| Post-Approval Procedures (750.3) | Date Set / Completed: |
| <p>One (1) copy of the approved Site Permit Application, together with any and all site plans and other supporting documentation has been sent to the Town Clerk for recording.</p> <p>Note: Zoning Administrator shall also retain one (1) copy of the Site Permit Application for Zoning Administrator's records.</p> | <p>_____</p> |

I certify that I have completed the above-referenced Ordinance Requirements.

Date Signature of Zoning Administrator

| FORD TOWNSHIP TOWN CLERK USE ONLY | Sixty Day Rule Date: |
|---|---------------------------|
| Post-Approval Procedures (750.3) | Date Set / Completed: |
| <p>1. Date copy of Site Permit Application, together with any and all site plans and other supporting documentation received from Zoning Administrator.</p> <p>2. Date copy of Site Permit Application, together with any and all site plans and other supporting documentation was recorded in the Town's Permit Book.</p> | <p>_____</p> <p>_____</p> |

I certify that I have completed the above-referenced Ordinance Requirements.

Date Signature of Town Clerk

| FORD TOWNSHIP ZONING ADMINISTRATOR USE ONLY | Sixty Day Rule Date: |
|---|---|
| Inspection Procedures (750.3(f)) | Date Set / Completed: |
| <p>Prior to the commencement of the erection, construction, alteration or relocation of any Building or Structure pursuant to a granted Site Permit Application, the Zoning Administrator shall:</p> <ol style="list-style-type: none"> 1. Confirm that the Applicant has staked the location of any and all proposed improvements to the Lot and/or Parcel. 2. Confirm that the Applicant has staked the location of any and all Lots Lines. 3. Inspect the Lot and/or Parcel to determine whether the proposed erection, construction, alteration or relocation of the proposed Buildings and/or Structures complies with the requirements of the Ordinance. 4. Confirm that the location of the proposed erection, construction, alteration or relocation of the proposed Buildings and/or Structures complies with the requirements of the Ordinance. | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |

I certify that I have completed the above-referenced Ordinance Requirements.

Date **Signature of Zoning Administrator**