City of Independence

The Independence City Code was established to protect both current and future residents from the negative impacts of improper development and to ensure a positive future for the city. The land use application review is the mechanism that allows the city to examine proposed uses to ensure compatibility with the surrounding environment, natural or otherwise. It is important to understand that a proposed use may be acceptable in some circumstances, but unacceptable in others—all applications are viewed on a case-by-case basis.

- ☐ ***Appeal***
- ☐ ***Comprehensive Plan Amendment***
- ☐ ***Concept Plan***
- ☐ ***Conditional Use Permit***
  - ___ Residential
  - ___ Commercial/Light Industrial
  - ___ Telecommunications
  - ___ Agriculture
  - ___ Home Occupation
  - ___ Non-Conforming Use
  - ___ Guest/Bunk House
  - ___ Institutional
  - ___ CUP Amendment
- ☐ ***Extension Request***
- ☐ ***Final Plat***
- ☐ ***Interim Use Permit***
- ☐ ***Lot Consolidation***
- ☐ ***Minor Subdivision (Survey)***
  - ___ Lot Subdivision
  - ___ Lot Combination
  - ___ Lot Line Rearrangement
- ☐ ***Moving Buildings***
- ☐ ***Preliminary Plat***
- ☐ ***Rezoning***
- ☐ ***Site Plan Review (Commercial)***
- ☐ ***Vacation***
- ☐ ***Variance***
  - ___ Subdivision Regulations
  - ___ Zoning
  - ___ Road Frontage
- ☐ ***Zoning Text Amendment***

****Please check all that apply***

Request: _____

_____

_____

_____

_____

_____

Site Address or Property Identification Number(s):

_____

_____

NOTE: Minnesota State Statute 15.99 requires local governments to review an application within 15 days of its submission to determine if an application is complete and/or if additional information is needed to adequately review the subject request. ***To ensure an expedited review, applicants shall schedule a pre-application meeting with the City Planner/Administrator at least one week prior to submittal.*** Most applications have a review period of 60 days, with the City's ability to extend an additional 60 days if necessary due to insufficient information or schedule.

Office Use Only

_____
Date

_____ _____
Application Amount Application Check #

_____ _____
Escrow Paid Escrow Check #

_____ _____
Date Accepted by Planner Accepted By

_____
City Planner

******Note: All parties with a fee interest in the real estate must sign this application before the City will review for consideration!***

Applicant Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Signature: _____

Owner Information (if different than applicant)

Name:_____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Signature: _____

Checklist: Please review the checklist that goes with the request(s) as all materials in the checklist unless waived by the City.

Review Deadline and Timeline: All applications must be received by the deadline according to the schedule attached hereto. Failure to submit by the date shown will result in a delay in the scheduling of the application review by Planning Commission and City Council.

Application for Planning Consideration Fee Statement

The City of Independence has set forth a fee schedule for the year 2014 by City Ordinance. However, projects of large scope that include two or more requests will be required to provide a larger deposit than the resolution sets forth as set by the City Administrator. The fees collected for land use projects are collected as deposits. All invoices associated with each land employ application will be billed to the applicant within 30 days upon receipt by the City for each project. The City of Independence often utilizes consulting firms to assist in the review of projects. The consultant and City rates are shown at the bottom of this form. By signing this form, the applicant recognizes that he/she is solely responsible for any and all fees associated with the land use application from the plan review stage to the construction monitoring stage through to the release of any financial guarantee for an approved project. If a project is denied by the City Council or withdrawn by the applicant, the fees associated for the project until such denial or withdrawal, remain the applicant's responsibility.

I UNDERSTAND THE FEE STATEMENT AND RESPONSIBILITIES ASSOCIATED WITH THIS LAND USE APPLICATION:

Applicant Signature: _____
Date: _____

Owner Signature (if different):_____
Date:_____