

CITY OF CORCORAN

LAND USE APPLICATION FORM

For Internal Use Only

Fees Paid: \$

Escrow Paid: \$

Dev. Sign Paid: \$

Project: #

Development/Project Name _____

Type of Application

- | | |
|--|---|
| ☐ Administrative Permit | ☐ Vacation (Street/Easements) |
| ☐ Agricultural Preserve | ☐ Development Right Appeal |
| ☐ Certificate of Compliance | ☐ Comprehensive Plan Amendment |
| ☐ Home Occupation | ☐ Zoning/Subdivision Map/Ordinance |
| ☐ Topography/Wetland Exemption | ☐ Variance |
| ☐ Environmental Review | ☐ Conditional Use Permit (CUP) |
| ☐ Electronic Filing Waiver | ☐ Interim Use Permit (IUP) |
| ☐ Lot Line Adjustment/Consolidation | ☐ Site Plan |
| ☐ Minor Subdivision | ☐ PUD Sketch Plan |
| ☐ Sketch Plat/Plan Review (Reg./OS&P) | ☐ PUD Preliminary Plan |
| ☐ Preliminary/Plat – Base (Reg./OS&P) | ☐ PUD Final Plan |
| ☐ Final Plat (Reg./OS&P) | ☐ PUD Amendment |

Property Information

Address _____ PID Number _____ -119-23- _____ - _____

Legal Description (attach if necessary)

Applicant Information

Applicants Name: _____

Address: _____
Street City State Zip

Phone (W) _____ Phone (H) _____ Fax _____

Print or Type Name: _____ Email Address _____

Signature: _____ Date _____

Contact Person Name (If other than applicant) _____

Phone: _____ Address: _____

Owner Information

Name: _____

Address: _____
Street City State Zip

Phone (W) _____ Phone (H) _____ Fax _____

Print or Type Name: _____ Email Address _____

Signature: _____ Date _____

Agreement to Pay Costs of Processing Application

The City of Corcoran requires all applicants and/or the owner(s) of the property to reimburse the City for any and all costs incurred by the City to review and act upon applications so that these costs are not absorbed by the tax payers.

The application fee includes administrative costs which are necessary to process the application, including but not limited to the preparation of the legal notice, publication of legal notice, postage, coordination and copying of agenda material, and other items relative to the specific application.

The escrow fee will include all charges for staff time, including City staff identified on the fee schedule and consultants as needed to process the application.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account you will be notified in the manner that you have identified below that additional monies are required in order to continue your application process. All work on the application shall cease until the escrow account is replenished with the amount estimated by staff to complete the work. If you choose to terminate the application (notice must be in writing) you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. If payment is not received within seven (7) days as required by this agreement, the City will suspend the application review process and may deny the application for failure to comply with the requirements for processing the application. ***Payment for all costs will be required whether the application is granted or denied.***

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. ***I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.*** This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse the City for costs.

Property owners: I/we understand and acknowledge that if the aforementioned costs are not paid in a timely manner, the City may approve a special assessment for which the I/we, as the property owner(s), specifically agree to be assessed 100 percent per annum, and I/we waive any and all appeals under Minnesota Statutes § 429.061.

I wish to be notified of additional costs in the following manner: **E-mail** **Fax** **USP – Certified Mail**

Print or Type Name of **Applicant(s)** and any other Party Responsible for Payment:

Signature of Responsible Party

Date

Print or Type Name of **Property Owner(s)** and any other Party Responsible for Payment:

Signature of Responsible Party

Date

BEWARE OF SCAMS: The City of Corcoran will **never** initiate a wire transfer request. The City may communicate with applicants regarding balances due and application status by mail or email. **Applicants should exercise caution with any request that appears unusual, unexpected, or urgent.** The City will not request payment through unfamiliar payment methods or request sensitive personal or financial information through unsolicited communications. When in doubt, applicants are encouraged to verify the request using official contact information on the City's website.

Please attach a brief description of your project/reason for your request.



\$ - Fees, escrow deposits, or other financial securities may be required at this stage per the Fee Schedule. Some fees, escrows, and securities are dependent on the scope or value of the project.

By signing, I acknowledge that I have received this chart which illustrates the procedural framework for a typical land use project. I understand that this chart does not represent every possible scenario, and deviations from this illustrative process may occur.

Name(s): _____

Signature(s): _____

