

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**

- | | |
|--|---|
| <input type="checkbox"/> Administrative Permit | <input type="checkbox"/> Vacation (Street/Easements) |
| <input type="checkbox"/> Agricultural Preserve | <input type="checkbox"/> Development Right Appeal |
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Comprehensive Plan Amendment |
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Zoning/Subdivision Map/Ordinance |
| <input type="checkbox"/> Topography/Wetland Exemption | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Environmental Review | <input type="checkbox"/> Conditional Use Permit (CUP) |
| <input type="checkbox"/> Electronic Filing Waiver | <input type="checkbox"/> Interim Use Permit (IUP) |
| <input type="checkbox"/> Lot Line Adjustment/Consolidation | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> PUD Sketch Plan |
| <input type="checkbox"/> Sketch Plat/Plan Review (Reg./OS&P) | <input type="checkbox"/> PUD Preliminary Plan |
| <input type="checkbox"/> Preliminary/Plat – Base (Reg./OS&P) | <input type="checkbox"/> PUD Final Plan |
| <input type="checkbox"/> Final Plat (Reg./OS&P) | <input type="checkbox"/> 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 by the Planning Consultant, City Engineer, City Attorney and / or Other Consultant 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 Property Owner(s) and any other Party Responsible for Payment:

Signature of Responsible Party _____

Date _____

Revised 12/18/20

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