



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# 2023 City of Lakeville

## Administrative Permit Application

Property Address: \_\_\_\_\_

Legal Description/PID No. \_\_\_\_\_  
*(If metes and bounds, attach description)*

Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~~~~  
Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print Name

~~~~~  
Property Owner/Fee Owner *(If different from above)* \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print name

**✓ Please include all applicable information regarding the project as listed on the attached checklist.**  
*(Additional information may be requested after review by the City)*

**Application Fee: ..... \$ 100.00 (1000.4318)**

### Planning Department

20195 Holyoke Ave - Lakeville, MN 55044 - [www.lakevillemn.gov](http://www.lakevillemn.gov) - Phone: (952) 985-4420 Fax: (952) 985-4499



Dear Applicant:

The City of Lakeville requires a cash escrow to cover costs incurred from staff and consultants directly related to processing your application. These costs are normally related to review of the application by City planning and engineering staff, City consultants, and possibly the City Attorney.

You will receive a statement of account every 30 days. If the deposit is depleted before the application is concluded, you may be asked to make an additional deposit. In all cases, bills must be current before final action on your application is taken by the City Council.

There will be no credit given in cases where requests are denied or determined to be premature. We make every attempt to keep costs down. It is important that completed documents, plans, and designs be furnished by you and your consultants in a timely fashion in order to accomplish this. Incomplete submittals result in time consuming report writing and increased review time.

Please contact the Planning Department if there are unanswered questions or if you are unsure how to proceed. We will endeavor to process your application as quickly as possible and assist you in every way we can.

Sincerely,

Daryl Morey  
Planning Director

I have read and understand the above letter.

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Applicant's Signature

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Date



# Administrative Permit Checklist

## *City of Lakeville*

### Planning Department

#### **Procedure**

- A. Application for an administrative permit shall be filed by the property owner or designated agent with the Zoning Administrator on forms to be provided by the City.
- B. The application shall be accompanied by a fee as established by City Council resolution. Applications for amending administrative permits shall be accompanied by a fee as established by City Council resolution.
- C. The Zoning Administrator shall review the application and related materials and shall determine whether the proposal is in compliance with all applicable evaluation criteria, codes, ordinances, and applicable performance standards set forth in the Zoning Ordinance. The Zoning Administrator shall notify the applicant, in writing, of an incomplete application within ten (10) days of the date of submission.
- D. The Zoning Administrator's review shall be based upon the following factors:
  - 1. Compliance with and effect upon the Comprehensive Plan and public facilities plans.
  - 2. The establishment, maintenance or operation of the use, event or activity will not be detrimental to or endanger the public health, safety, or welfare.
  - 3. The establishment of the use, event or activity will not conflict with existing uses and will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
  - 4. Adequate public facilities and services are available or can be reasonably provided to accommodate the use, event or activity which is proposed.
  - 5. The use, event or activity shall, in all other respects, conform to the applicable regulations of the district in which it is located and to the performance standards and all other applicable provisions of the Zoning Ordinance.
- E. The Zoning Administrator shall make a determination on approval or denial of the administrative permit within sixty (60) days from the date of submission of a complete application.
- F. A written permit shall be issued to the applicant when a determination of compliance has been made. Specific conditions to assure compliance with applicable evaluation criteria, codes, ordinances, and the standards of the Zoning Ordinance shall be attached to the permit.
- G. Determination of non-compliance with applicable codes, ordinances, and standards shall be communicated to the applicant in writing and the application for the permit shall be considered denied.
- H. Unresolved disputes as to administrative application of the requirements of this paragraph shall be subject to appeal as defined by the Zoning Ordinance.

## Information Requirement Checklist

The information required for all administrative permit applications shall include:

- A. A concise statement describing the proposed use, event or activity, including the purpose, type of merchandise involved, dates and times of operation, number of employees involved, provisions for on-site security, provisions for on-site parking, and other pertinent information required by the Zoning Administrator to fully evaluate the application.
- B. A copy of the approved site plan for the property or an “as built” survey which accurately represents existing conditions on the site, including entrances and exits, bona fide parking and driving areas, and which accurately indicates any proposed temporary structures, including tents, stands, and signs.
- C. An accurate floor plan, when in the judgment of the Zoning Administrator, such a plan is necessary to properly evaluate the location of the event and the effectiveness of available entrances and exits.
- D. Certification of current sales tax number as issued by the State of Minnesota, if applicable.
- E. Site boundaries, buildings, structures and other improvements shall be identified on site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:
  - \_\_\_\_\_ 1. Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet or less.
  - \_\_\_\_\_ 2. North point indication.
  - \_\_\_\_\_ 3. Existing boundaries with lot dimension and area.
  - \_\_\_\_\_ 4. Existing site improvements.
  - \_\_\_\_\_ 5. All encroachments.
  - \_\_\_\_\_ 6. Easements of record.
  - \_\_\_\_\_ 7. Legal description of the property.
  - \_\_\_\_\_ 8. Ponds lakes, springs, rivers or other waterways bordering on or running through the subject property.
- F. A site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
  - \_\_\_\_\_ 1. Name and address of developer/owner.
  - \_\_\_\_\_ 2. Name and address of architect/designer.
  - \_\_\_\_\_ 3. Date of plan preparation.
  - \_\_\_\_\_ 4. Dates and description of all revisions.
  - \_\_\_\_\_ 5. Name of project or development.
  - \_\_\_\_\_ 6. All proposed improvements, including:
    - \_\_\_\_\_ a. Required and proposed setbacks.
    - \_\_\_\_\_ b. Location, setback and dimensions of all proposed buildings and structures.

- \_\_\_\_\_ c. Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question.
  - \_\_\_\_\_ d. Location, number dimensions, and setbacks of proposed parking spaces and drive aisles.
  - \_\_\_\_\_ e. Location, number, and dimensions of proposed loading spaces.
  - \_\_\_\_\_ f. Location, width, and setbacks of all curb cuts and driveways.
  - \_\_\_\_\_ g. Vehicular circulation.
  - \_\_\_\_\_ h. Sidewalks, walkways, trails.
  - \_\_\_\_\_ i. Location and type of all proposed lighting, including details of all proposed fixtures.
  - \_\_\_\_\_ j. Location of recreation and service areas.
  - \_\_\_\_\_ k. Location of rooftop equipment and proposed screening.
  - \_\_\_\_\_ l. Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.
  - \_\_\_\_\_ m. Location, sizing, and type of water and sewer system mains and proposed service connections.
- G. Grading/storm water drainage plan, utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following:
- \_\_\_\_\_ 1. Existing contours at two (2) feet intervals (may be prepared by a Minnesota licensed surveyor).
  - \_\_\_\_\_ 2. Proposed grade elevations of two (2) foot maximum intervals.
  - \_\_\_\_\_ 3. Drainage plan, including the configuration of drainage areas and calculations.
  - \_\_\_\_\_ 4. Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
  - \_\_\_\_\_ 5. Spot elevations (may be prepared by a Minnesota licensed surveyor).
  - \_\_\_\_\_ 6. Proposed driveway grades.
  - \_\_\_\_\_ 7. Surface water ponding and treatment areas.
  - \_\_\_\_\_ 8. Erosion control measures.
- H. Landscaping plan, utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
- \_\_\_\_\_ 1. Planting schedule (table) containing:
    - \_\_\_\_\_ a. Symbols.
    - \_\_\_\_\_ b. Quantities.
    - \_\_\_\_\_ c. Common names.
    - \_\_\_\_\_ d. Botanical names.
    - \_\_\_\_\_ e. Sizes of plant material.
    - \_\_\_\_\_ f. Root specification (bare root, balled and burlapped, potted, etc.).
    - \_\_\_\_\_ g. Special planting instructions.

- \_\_\_\_\_ 2. Location, type and size of all existing significant trees to be removed or preserved.
  - \_\_\_\_\_ 3. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
  - \_\_\_\_\_ 4. Typical sections with details of fences, tie walls, planter boxes, toto lots, picnic areas, berms and the like.
  - \_\_\_\_\_ 5. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.
  - \_\_\_\_\_ 6. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.
  - \_\_\_\_\_ 7. Delineation of both sodded and seeded areas with respective areas in square feet.
  - \_\_\_\_\_ 8. Coverage plan for underground irrigation system, if any.
  - \_\_\_\_\_ 9. Where landscape or man-made materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevations.
  - \_\_\_\_\_ 10. Other existing or proposed conditions which could be expected to affect landscaping.
- I. Other plans and information as required by the Zoning Administrator including, but not limited to:
- \_\_\_\_\_ 1. Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).
  - \_\_\_\_\_ 2. "Typical" floor plan and "typical" room plan drawn to scale with a summary of square footage for each use or activity.
  - \_\_\_\_\_ 3. Fire protection plan.
  - \_\_\_\_\_ 4. Extent of and any proposed modifications to land with the Environmental Protection Districts, as established by the Zoning Ordinance.
  - \_\_\_\_\_ 5. Type, location and size (area and height) of all signs to be erected upon the property in question.
  - \_\_\_\_\_ 6. Vicinity map showing the subject property in reference to nearby highways or major street intersections.
  - \_\_\_\_\_ 7. Sound source control plan.
  - \_\_\_\_\_ 8. Lighting Plan.

## Performance Standards

All structures, uses, events or activities allowed by administrative permit shall conform to the applicable standards outlined in the zoning district in which such structure, use, event or activity is proposed.

## Certification of Taxes Paid

Prior to approving an application for an administrative permit, the applicant shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the administrative permit application relates.

**Site Improvement Performance Agreement and Financial Guarantee:**

Following the approval of an administrative permit and prior to the issuing of any building permits or the commencing of any work, the applicant, as may be applicable, shall guarantee to the City the completion of all private exterior amenities as shown on the approved site plan and as required by the administrative permit.