



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

# 2023 City of Lakeville Parking Deferment Application

Company Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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

Reason for 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 (1000.4313)
Escrow.....	\$1,000.00 for
planning, engineering and legal services provided by staff and/or	
consultants (1000.1240)	

### 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



# Parking Deferment Checklist

## *City of Lakeville*

### Planning Department

The City may allow a reduction in the number of required parking stalls for commercial, industrial, and institutional uses by administrative permit provided that:

1. The proposed use will have a peak parking demand less than the off-street parking requirements of the Zoning Ordinance. Factors to be considered when reviewing the proposed parking demand shall include, but not be limited to:
  - a. Size of building
  - b. Type and use
  - c. Number of employees
  - d. Projected volume and turnover of customer traffic
  - e. Projected frequency and volume of delivery or service vehicles
  - f. Number of company owned vehicles
  - g. Storage of vehicles on site
2. In no case shall the amount of parking provided be less than one-half (1/2) of the amount of parking required by ordinance.
3. The site has sufficient property under the same ownership to accommodate the expansion of the parking facilities to meet the minimum requirements of this Chapter if the parking demand exceeds on-site supply.
4. On-site parking shall only occur in areas designed and constructed for parking in accordance with this Chapter of this Title.
5. The applicant and City enter into a development agreement, to be recorded against the subject property, which includes a clause requiring the owner to install the additional parking stalls, upon a finding of the Zoning Administrator that such additional parking stalls are necessary to accommodate the use.
6. A change of use will necessitate compliance with the applicable Zoning Ordinance standard for parking.
7. Parking deferments, as provided for herein, shall not be granted for parcels and uses within the RS-CBD, C-CBD, and I-CBD Districts.