

CITY OF PAYNESVILLE ~ LOT SPLIT APPLICATION

221 Washburne Ave. ~ Paynesville, MN 56362
Phone: 320-243-3714 ~ Fax: 320-243-3713

Property Address: _____

List All Property Owners: _____

Contact Person: _____ Email Address: _____

Mailing Address: _____

Telephone No.: _____ Parcel No.: _____

Legal Description: Lot: _____ Block: _____ Addition: _____

REASONS SUPPORTING THE PROPOSED LOT SPLIT?

DESCRIPTION OF REQUEST: (use separate sheet if needed)

DRAWING OF PROPOSED LOT SPLIT: (use separate sheet)

Application Must Include:

- A site plan showing existing lot lines and dimensions as well as lot area, all easements, all public streets, and private right of ways bordering and adjacent to the site, the use and location of all adjacent property.
- Statement of characteristics of the property that prevent compliance with the provisions of the Ordinance.
- Legal description from abstract.
- Any written or graphic data required by the City Administrator.

TO BE COMPLETED BY APPLICANT:

Zoning District _____

Existing Use of Property _____

Property Dimensions _____

Property Area _____

Building Area _____

Lot Coverage _____

Front Setback _____

Rear Setback _____

Side Setback _____

Side Setback _____

Structure Height _____

Will The Proposed Split Make Any Existing Structures Non-Conforming?

Permit Fees (non-refundable)

Administrative Review \$100.00

Public Hearing \$500.00

All Property Owners Must Sign This Application

Date

For office use only:

Application Fee: \$500.00 (non-refundable)

For office use only: Cash _____

Present To Planning Board Date: _____ Council

Council Public Hearing Date: _____

PLANNING BOARD ACTION:

Recommended to Council Approved _____

CITY COUNCIL ACTION:

Approved _____

Date Received In Office: _____

Check No. _____ Date Paid _____

Set Public Hearing Date: _____

Council Makes Determination Date: _____

Denied Date: _____

Denied Date: _____