



ZONING APPLICATION:
Interim Use Permit (Chapter 153.035)
Permit Application Fee: \$1000.00
Escrow Deposit: \$5000.00

Written description of proposed interim use & expiration date
Site map, including principal land uses within 350 ft of property
Proof of property ownership & property legal description
Financial bill-back agreement

Property survey
Landscape plans
Grading & drainage plans

Other: Refer to Supplemental Handout for Additional Application Requirements.

Responsible Party for invoice/billing:

Name: _____ Address: _____

LOCATION: PID _____ **Legal: Lot** _____ **Block** _____ **Subdivision** _____

PROPERTY ADDRESS: _____ **ZONING DISTRICT:** _____

OWNER: _____

CONTACT NAME: _____ **PHONE:** _____

ADDRESS: _____ **FAX:** _____

CITY/ZIP: _____ **E-MAIL:** _____

APPLICANT: _____

CONTACT NAME: _____ **PHONE:** _____

ADDRESS: _____ **FAX:** _____

CITY/ZIP: _____ **E-MAIL:** _____

I fully understand that I must meet with City Staff to review all submission requirements and conditions prior to official submission, and that all required information must be submitted at least thirty (30) days prior to the Planning Commission and City Council scheduled meeting dates to ensure review by City Staff.

Applicant Signature:

Date:

Owner Signature:

Date



FINANCIAL BILL BACK AND ESCROW AGREEMENT

Project Name: _____

Project Type: _____

Responsible Party for invoice/billing if different than the owner or applicant:

Contact Name: _____

Invoice Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Owner Information:

Owner Name: _____

Contact Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Initial Escrow deposits may not cover actual expenses incurred by the City of Forest Lake for the review and processing the application. The City may request the applicant or the responsible party to submit Additional escrow deposits. In the event escrow deposits are in arrears, the City will request the applicant or responsible party to submit additional funds. If additional funds are not submitted, the City may a) cease working on the project; and/or b) bill the person responsible for invoice/billing, noted above. All fees and expenses are due to be paid to the City whether the application is approved, denied or withdrawn.

By signing this agreement form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for legal, engineering, and administrative professional services, are the responsibility of the property owner.

Failure of the applicant or property owner to pay for all fees and expenses incurred by the City will result in the fees being assessed to the property.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____

Owner Signature: _____ Date: _____

Owner Printed Name: _____