

LAND USE APPLICATION PROCESS

PROPERTY OWNER MUST COMPLETE ENTIRE APPLICATION (If incomplete, it will be returned)

This form is completed by the City of Silver Bay and is only used as a guideline.

NAME OF APPLICANT: _____
PROPERTY LOCATION: _____
PERMIT NUMBER: _____

Please note: If you are planning to change or add to the structure of your property, you will also need to complete a building permit.

	DATE COMPLETED
<input type="checkbox"/> CITY RECEIVED FULLY COMPLETED PERMIT APPLICATION If incomplete, application will be returned	_____
<input type="checkbox"/> \$50 APPLICATION FEE PAID (NON-REFUNDABLE)	_____
<input type="checkbox"/> PROPERTY MARKERS ARE LOCATED BY PROPERTY OWNER	_____
<input type="checkbox"/> COPY OF PROPERTY OWNERSHIP RECEIVED WITH APPLICATION (I.E. - the recorded deed)	_____
<input type="checkbox"/> DOES PROPERTY HAVE DELINQUENT UTILITIES DUE? Yes No Amount:	_____
<input type="checkbox"/> DOES PROPERTY HAVE DELINQUENT TAXES DUE? Yes No Amount:	_____
<input type="checkbox"/> LAKE COUNTY PARCEL ID	_____
<input type="checkbox"/> ZONING ADMINISTRATOR NOTIFIED AND COPIED	_____
<input type="checkbox"/> ZONING ADMINISTRATOR APPROVES/DENIES APPLICATION	_____ APPROVED DENIED
<input type="checkbox"/> IS A PUBLIC HEARING REQUIRED FOR THIS APPLICATION? IF A PUBLIC HEARING IS NOT REQUIRED, A PERMIT WILL BE ISSUED UPON APPROVAL IF A PUBLIC HEARING IS REQUIRED, CHECK REASON FOR BELOW	_____ YES - NO
VARIANCE _____ CONDITIONAL USE _____ REZONING _____	
Applicant must fill out the appropriate application. Additional fees apply.	
<input type="checkbox"/> DATE PERMIT ISSUED	_____

**PERMITS
GENERAL OVERVIEW**

This overview is provided to help ease the questions in the permit process, but is not all encompassing. Each project is different; therefore, the Planning and Zoning Commission and/or City Council will determine if there is additional information required. Should you have any questions regarding permits, please contact City Hall at 218-226-4408.

PERMITS REQUIRED FOR ITEMS SUCH AS:

New Construction, Alterations/Remodeling
Sheds, Fences, Decks, Garages,
Maintenance/Repair/Replacement
Additions, Repaving of Driveway Approach
Demolition or Moving of any building
Signing
Home Occupation
Rezoning

*** PERMITS MAY NOT BE REQUIRED FOR ITEMS SUCH AS:**

Residing (unless you alter the sheathing)
Repaving (unless you repave approach)
Window Replacement (unless you change size or add windows)
Shingling (unless you change physical aspect of roof)
Repairs, Maintenance, or Minor Alterations that do not change the physical dimensions or shape of any building or structure on land
Garage sales (limit 2/year), telemarketing, business conducted by phone

** Please contact City Hall for questions.*

TYPES OF PERMITS THAT NEED TO BE COMPLETE AND REQUIRE FEES:

LAND USE

The purpose of a land use permit is to insure setback requirements, impervious surface requirements, variances, special conditions, signage, and zoning changes are adhered to.

APPLICATION FEE = \$50 AND IS NON-REFUNDABLE

BUILDING

The purpose of the building permit is to insure changes to properties follow appropriate building codes and regulations. Building permit fees are determined upon the valuation of the structure changes.

This permit most often is in addition to the Land Use permit. ***APPLICATION FEE = BASED ON VALUATION AND DETERMINED BY THE CITY.***

CONDITIONS PLACED UPON LAND USE PERMITS THAT REQUIRE PUBLIC NOTIFICATIONS AND HEARINGS. THEY REQUIRE ADDITIONAL FEES AND APPLICATIONS:

HOME OCCUPATION

For anyone wishing to operate a home based business for compensation, which houses inventory, and/or generates additional traffic within the neighborhood. There are some occupations that do not require a permit such as Home Retail Parties (Tupperware, Pampered Chef, Jewelry, etc), Daycares, telemarketing, computer based businesses that do not have public coming to the home, or businesses that are conducted via phone/email.

All home occupation permits require a public hearing and must be renewed every 3 years.

A pre-application for home occupation permits is required before completing the full Home Use application. ***APPLICATION FEE = \$100***

RENEWAL FEES = \$30/3 years

CONDITIONAL USE

These permits generally are designed for a specific use of the property as it relates to the zoning district in which the property is located. They may be allowed with specific restrictions set by the City. Additional charges apply.

They require a public notification and hearing accordance to MN Statutes. ***APPLICATION FEE = \$250 PLUS LAKE COUNTY FILING FEES***

VARIANCE

These permits generally are designed for a modification or variation from the provisions of the zoning district in which a property is located. They are typically granted when there are reasons of exceptional circumstances unique to the property which would cause a hardship. Additional charges apply. They require a public notification and hearing in accordance with MN Statutes.

The variance is also filed with Lake County. ***APPLICATION FEE = \$250 PLUS LAKE COUNTY FILING FEES***

ZONING CHANGES

Anyone requesting a property zone change must complete the Land Use application. No "spot zoning" is allowed.

Additional charges apply. They require a public notification and hearing in accordance with MN Statutes. The zoning changes are also filed with Lake County. ***APPLICATION FEE = \$250 PLUS LAKE COUNTY FILING FEES***

PLATTING/SUBDIVISION

These are separate from the permit process.

**ALL PERMIT APPLICATIONS SHOULD BE SUBMITTED TO THE CITY OF SILVER BAY AT LEAST TWO WEEKS PRIOR TO START OF PROJECT,
WITH THE EXCEPTION OF PERMITS THAT REQUIRE A PUBLIC HEARING MUST BE RECEIVED 60 DAYS PRIOR.**