



City of Staples  
122 6th Street NE  
Staples, MN 56479

Phone: 218-894-2550  
Fax: 218-894-2552

### Land Use Request Application

Please type or Print Neatly. Attach additional sheets if necessary.

**APPLICANT NAME:**  **DATE:**

**ADDRESS:**

**PHONE NUMBER:**  **FAX NUMBER:**  **EMAIL:**

**PROPERTY OWNER NAME(S):**

**PROPERTY OWNER ADDRESS:**  **PHONE:**   
 **FAX:**

**Please Attach any Additional Names, Addresses and Telephone Numbers of Any Other Persons, Firm or Corporation Holding Interests in Said Land.**

I/We, the undersigned, hereby make the following application to the Planning and Zoning Commission, Board of Adjustment, and City Council of the City of Staples, Minnesota as applicable. (Applicants have the responsibility of checking all applicable ordinances pertaining to their application and complying with all ordinance requirements):

**A. Application is hereby made for: (Applicant must check any/all appropriate items)**

- Variance (complete pages 1, 2 & 3)
- Conditional Use Permit (complete pages 1, 2 & 4)
- Zoning Amendment/Rezoning (complete page 1&2)
- Lot Split or Consolidation
- Other:

|                                       |
|---------------------------------------|
| Fee to be submitted with application. |
| Commercial - \$220.00                 |
| Residential - \$190.00                |
|                                       |

**B. Parcel Identification Number(s) of Property:**

**C. Legal Description of Property: (Please attach Metes and Bounds description):**

**D. Required Information:**

**1. Location/Site Address of Subject Property:**

**2. Gross Area of Land:**

**3. Current Zoning Classification(s):**     R-1     R-3     R-4     B-1     I-1     I-2     A-1

**4. Desired Zoning Classification(s):**     R-1     R-3     R-4     B-1     I-1     I-2     A-1

**5. Describe CLEARLY the reason for the rezoning (attach additional pages as needed):**

**6. Submit the following information (if applicable):**

- Site plan drawn to scale or Certificate of Survey showing: Legal description of the property and site address; lot dimensions; North Point and Graphic Scale; all adjacent streets, easements and alleys; footprint of ALL existing and proposed structures with ALL setbacks and dimensions noted; parking spaces, off-street loading spaces and sidewalks.
- Utility Checklist
- Drainage Plans including elevation (as prepared by Licensed Surveyor) of all lot corners, the building pad, side front and rear yard lines, elevations at all low openings or all lokout/walkouts, first floor elevation and drainage arrows showing how the lot is to drain.
- Lot Split and Consolidation requests require Certificate of Survey prepared by Licensed Surveyor and Special Assessment Search.
- Other:

I/We hereby certify that I/we have read and examined this application and know the same to be true and correct. I/we have identified all property boundaries, easements, flood zones and/or wetlands existing on the subject property on my site plan and/or survey and application. The undersigned further agrees that the City and its' administrative staff relied on the accurateness of this application, plans and specifications relative to this request and holds the City of Staples and its' employees harmless from all liability arising from granting an approval.

\_\_\_\_\_  
**Applicant Signature(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owners Signature(s)**

\_\_\_\_\_  
**Date**

**(Applicant or authorized agent must be present at the Planning & Zoning Commission Meeting or the Board of Adjustment Meeting).**

**Variance Application Addendum** (attach additional pages as needed:

The request(s) which I/we desire for our property require a variance from the following section(s) of the Staples City Code:

Code Section: \_\_\_\_\_

Code Section: \_\_\_\_\_

Code Section: \_\_\_\_\_

Proposed variance(s):

Explain the practical difficulties encountered that require this variance.

**Is the requested variance in harmony with the general purposes and intent of the City Code section?**

YES       NO

**Is the variance consistent with the Comprehensive Plan?**

YES       NO

**Is the proposed use of the property reasonable?**

YES       NO

**Is the reason for the request due to circumstances unique to this property?**

YES       NO

**Will the essential character of the locality be altered if the variance is approved?**

YES       NO

**Describe the physical characteristics of the site, including but not limited to topography; erosion and flooding potential; soil limitations; and suitability of the site for the type of development or use contemplated:**

Other Conditions?

**Conditional Use Permit Application Addendum** (attach additional pages as needed):

Describe the proposed use sought for the property:

State your reasons why the conditional use, if granted, will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor impair property values in the immediate vicinity, and is compatible with the existing neighborhood:

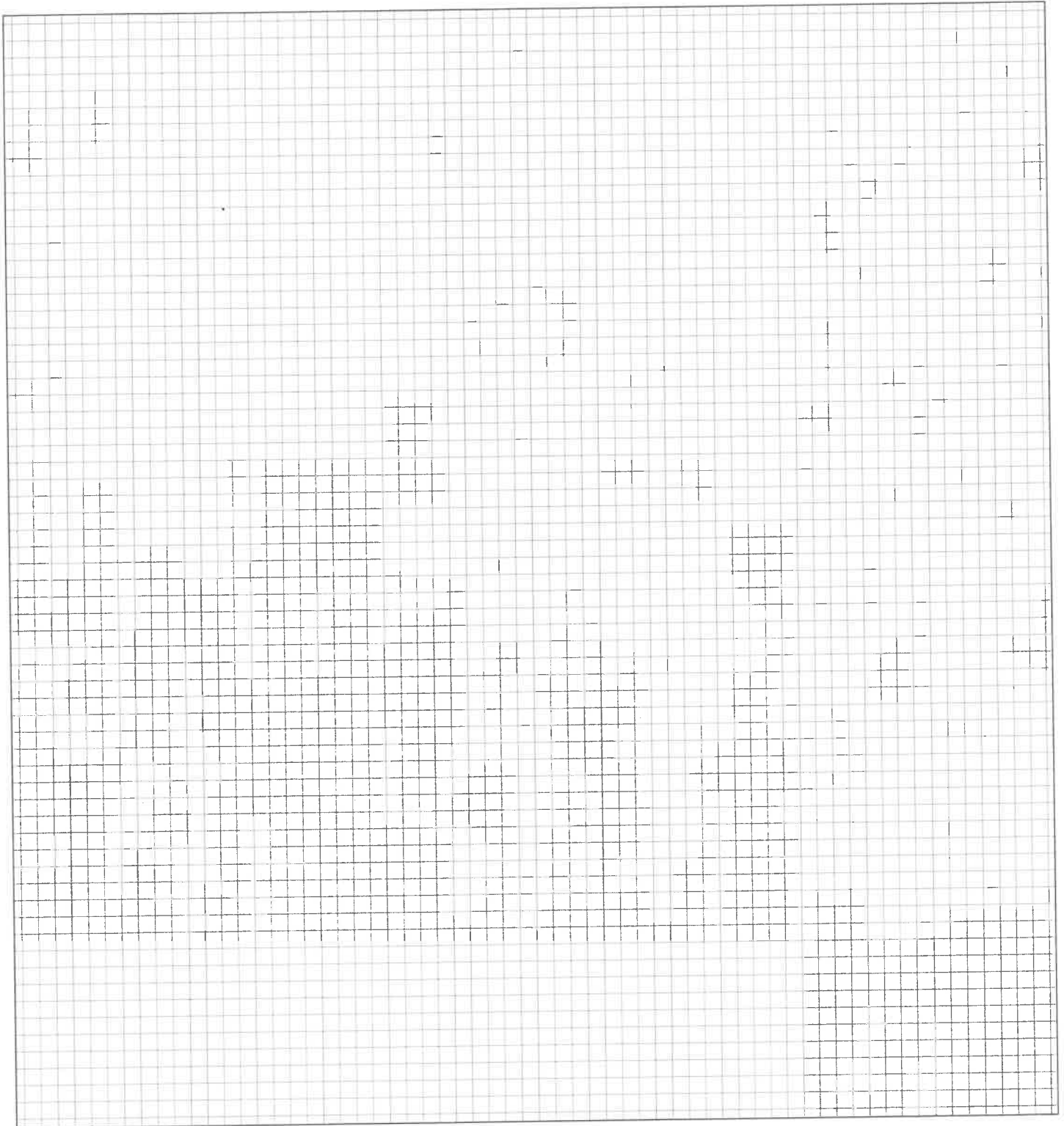
State what measures have been or will be taken to provide sufficient off-street parking, adequate utilities, drainage, access roads and necessary facilities to serve the proposed use:

State what measures have or will be taken to control offensive odor, fumes, dust, lights, signage, excess traffic, noise and vibration, so that none of these will become a nuisance or disturbance to neighboring properties:

State your reasons why you believe a demonstrated need exists for the proposed use:

Describe the physical characteristics of the site, including but not limited to topography; erosion and flooding potential; soil limitations; and suitability of the site for the type of development or use contemplated:

**Please sketch the proposed project on the graph below. Describe the land on which the proposed work is to be done (note the lot size and dimensions and locations of the proposed project.)**



**I do hereby say that the facts stated by me in the above site application are true to the best of my knowledge and belief. Please be aware that no construction shall begin until a building permit is issued and approved.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**