

**CITY OF AFTON**  
**ADMINISTRATIVE PERMIT**

**FEE**  
**\$150.00**

**+**

**ESCROW**  
**\$600.00**

# CITY OF AFTON ADMINISTRATIVE PERMIT APPLICATION

Owner	Address	City	State	Zip	Phone
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Applicant (if different than owner)	Address	City	State	Zip	Phone
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Project Address		AFTON	MN	55001	
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Zoning Classification	Existing Use of Property	PID# or Legal Description			
<hr/>					
Description of Request					
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<p><b>By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.</b></p>					
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Signature of Owner/Applicant					Date
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Make checks payable to: <b>City of Afton</b>					
<b><u>FEES:</u></b>	<b><u>ESCROW:</u></b>				
\$150.00	\$600.00	TOTAL: _____			
		DATE PAID: _____			
		CHECK #: _____			
		RECV'D BY: _____			
<b>ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION</b>					

## Sec. 12-79. Administrative Permit

- A. *Purpose.* The purpose of this section is to establish regulations and procedures for the processing and consideration of activities allowed by administrative permit, and of matter requiring the approvals of the Zoning Administrator with the goal of protecting the health, safety, and welfare of the citizens of the City.
- B. *Application.* Requests for administrative permits, as provided within this Ordinance, shall be filed with the Zoning Administrator on an official application form. Such application shall be accompanied by a deposit and fee per the City's current fee schedule. The application shall also include the information required below, however, the Zoning Administrator may waive submission information not deemed necessary for the administrative review.
1. Name and mailing address of the applicant;
  2. The legal property description of the land involved in the request, including the street address, if any, of the property;
  3. The names and mailing addresses of the owners of the property and any other persons having a legal interest therein;
  4. Site plan drawn to scale, dimensions indicated, including: proposed structure, house, existing accessory buildings, well, septic system (tank and drainfield), adjacent public streets, driveway, location of existing and proposed utility lines, lot size and lot dimensions:
    - a. Distance between existing structures, proposed structures, well, and septic system.
    - b. Setbacks of existing and proposed structures from: Lot lines, non-buildable easements, public street right-of-way line or centerline, shoreline, bluffline or crest of slope 18 percent or steeper.
    - c. Possible location of any and all detached accessory buildings permitted by this article for the property for which the application is being made.
  5. Landscaping and screening plans including species and size of trees and shrubs proposed;
  6. Finished grading and drainage plans sufficient to drain the developed portion of the site and to retain as much run-off on the site as possible;
  7. Type of business or activity and proposed number of employees or occupants;
  8. Proposed floor plan and elevations of all buildings with use indicated;
  9. Photometric lighting plan;
  10. Soil type and soil limitations for the intended use. A plan or statement indicating the soil conservation practice or practices to be used to overcome any soil limitation shall be made part of the application;
  11. A location map showing the parcel's general location within the City;
  12. Proof of ownership of the property for which the application is submitted, consisting of an abstract of title or registered property certificate certified by a licensed abstractor, or a title opinion prepared by an attorney licensed to practice in the state, together with any unrecorded documents whereby the petitioners acquired legal or equitable ownership.
  13. An accurate list showing the names and mailing addresses of the recorded owner of all property within a minimum of 500 feet of the boundaries of the property for which the application is submitted, the accuracy if which is verified by the applicant.
- C. *Administrative Action.* The Zoning Administrator shall make a determination on approval or denial of the administrative permit within sixty (60) days from the date of submission of a complete application unless the review is extended as allowed by Minnesota Statutes 15.99.

- D. *Review Criteria.* The Zoning Administrator shall consider possible adverse effects of the proposed administrative permit. Its decision shall be based upon (but not limited to) the following factors:
1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City Comprehensive Plan.
  2. The proposed use is or will be compatible with present and future land uses of the area.
  3. The proposed use conforms with all performance standards contained herein.
  4. The use, event, or activity is allowed by administrative permit and conforms to the applicable standards outlined in the zoning district in which<sup>1</sup> such use, event or activity is proposed.
- E. *Approval Report.* A written report or letter of approval shall be issued to the applicant when a determination<sup>2</sup> of compliance has been made. Specific conditions to assure compliance with applicable evaluation criteria, codes, ordinances, and the standards of this Ordinance shall be attached to the permit or letter.
- F. *Non-Compliance.* Determination of non-compliance with applicable codes, ordinances, and the standards in this Ordinance shall be communicated to the applicant in writing and the application of the permit shall be considered denied; unless, within ten (10) days of the date of such notice, the applicant submits revised plans and/or information with which the Zoning Administrator is able to determine compliance.
- G. *Disputes.* Unresolved disputes as to administrative application of the requirements of this ordinance shall be subject to appeal to the City Council.
- H. *Administration and Enforcement.*
1. The Zoning Administrator shall keep a record of applications and administrative permits or approvals
  2. A copy of all administrative permits issued shall be forwarded to appropriate staff as determined by the Zoning Administrator.
  3. Enforcement of the provisions of this Ordinance shall be in accordance with Section 12-59 of the Afton Code of Ordinances. Violation of an issued permit or of the provisions of this section also shall be grounds for denial of future permit applications.

City of Afton

**ADMINISTRATIVE PERMIT CHECKLIST**

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- \_\_\_\_\_ Completed application form, including full legal name (first, middle, and last) and address of the applicant, fee owner, and any other persons having a legal interest in the property.
  
  - \_\_\_\_\_ Fee as set forth in the current Fee schedule as adopted by the City.
  
  - \_\_\_\_\_ Location map showing the general location of the proposed use within the City
  
  - \_\_\_\_\_ Legal description of the property, including street address, if any, property identification number, and proof of legal ownership.
  
  - \_\_\_\_\_ Written statement explaining requested use of the property.
  
  - \_\_\_\_\_ Site Plan (and/or Certificate of Survey) drawn to scale showing:
    - Property dimensions
    - Adjacent roads and location of existing and proposed curb cuts, driveways, and parking space
    - Location of existing and proposed buildings, including setbacks, dimensions and square footag
    - Building setbacks from the crest of slopes greater than 18 percent
    - Existing topographic information and finished grading and drainage plan
    - Existing and proposed wells and septic systems
    - Sewer and water plan with estimated use per day (if applicable)
    - Existing vegetation and proposed landscaping and screening plans, including species and sizes of trees and shrubs
    - Location of wetlands
    - Soil type and soil limitations for the intended use. If severe soil limitations for the intended use are noted, a plan or statement indicating the soil conservation practice or practices to be used to overcome said limitation shall be made part of the permit application
    - Type of business or activity and proposed number of employees (if applicable)
    - Proposed floor plan, with uses indicated, and elevations of buildings (if applicable)
    - Photometric lighting plan
    - Total percentage of impervious surface
  
  - \_\_\_\_\_ Four-sided color building elevations, identifying primary and secondary building materials and percentage of glass coverage (Industrial Districts only)
  
  - \_\_\_\_\_ Map showing principal land uses within five hundred (500) feet of the subject parcel
  
  - \_\_\_\_\_ An accurate list showing the names and mailing addresses of the recorded owners of all property within a minimum of 500 feet of the boundaries of the property for which the application is submitted
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***Note: The City may waive or modify submittal requirements if appropriate to the specific situation. Call the Zoning Administrator at (651) 436-8957 with questions about specific submittal requirements.***