



City of Grant
 P.O. Box 577
 Willernie, MN 55090
 www.cityofgrant.us

Phone: 651.426.3383
 Fax: 651.429.1998
 Email: clerk@cityofgrant.us

CERTIFICATE OF COMPLIANCE

Application Date:	
Fee: \$100	Escrow: \$900

PARCEL IDENTIFICATION NO (PIN):		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State, Zip: Phone: Email:	APPLICANT <i>(If different from owner)</i> : Name: Address: City, State, Zip: Phone: Email:
BRIEF DESCRIPTION OF REQUEST <i>(if a structure is proposed, please include a description of building use; if grading is proposed, please provide a brief description and quantity):</i>		
EXISTING SITE CONDITIONS <i>(current buildings, uses, physical characteristics, etc.):</i>		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the following documents to assist with your request.</i> Sec. 32-35 Certificate of Compliance, other Sections per Request.		

Required Signatures

*** Note: All parties with a fee interest in the real estate must sign this application before the City will review for completion! ***

Applicant

Name: _____
(Please print)

Address: _____

City, State, Zip: _____

Phone: _____

Cell Phone: _____

Email: _____

Signature: _____

Date: _____

Fee Title Property Owner *(if different from Applicant)*

Name: _____
(Please print)

Address: _____

City, State, Zip: _____

Phone: _____

Cell Phone: _____

Email: _____

Signature: _____

Date: _____

Checklist

Please review the attached checklist. Minnesota State Statute 15.99 provides the City of Grant 15 business days to determine the application's completeness. Completeness depends on whether or not the applicable checklist items are fulfilled and submitted with your application.

Review Deadline and Timeline

According to Minnesota State Statute 15.99 a Certificate of Compliance has a Statutory review period of 60 days, with the City's ability (which includes city staff and consultants) to extend the review for an additional 60 days if necessary due to insufficient information, directive to provide additional information, or schedules.

Application for Planning Consideration Fee Statement

(Please read carefully and understand your responsibilities associated with this land use application)

The City of Grant has set forth a fee schedule by City Ordinance as posted on the City's website. The City of Grant utilizes consulting firms to assist in the review of projects. The consultant and city rates are available upon request. By signing this form, the Applicant accepts sole responsibility for any and all fees associated with the land use application from the plan review stage; the construction monitoring stage; and all the way to the release of any financial guarantees for an approved project. In the event the Applicant fails to make payment of all fees associated with the project, the City of Grant will assess any unpaid or delinquent fees related to this application or project against the subject property. If a project is denied by the City Council or withdrawn by the Applicant, the fees associated for the project until such denial or withdrawal, remain the Applicant's responsibility.

I/WE UNDERSTAND THE FEE STATEMENT AND RESPONSIBILITIES ASSOCIATED WITH THIS LAND USE APPLICATION:

Applicant

Fee Title Property Owner

(if different from Applicant)

Signature

Signature

Printed Name

Printed Name

Date

Date

Certificate of Compliance Checklist

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the City.

COPIES: One (1) Electronic copy of your full submission sent to clerk@cityofgrant.us

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- Site Plan:** All plans must be to-scale, scalable, include a north arrow.
- Location of all existing and proposed buildings and their square footage.
 - Existing and proposed curb cuts, driveways, access roads, parking spaces, off-street loading areas and sidewalks.
 - Landscaping and screening plans.
 - Location of well and septic on site.
 - Wetlands, waterways, lakes.
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- Aerial Photograph:** Submit an aerial of the site to demonstrate existing conditions (available from Washington County GIS).
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- Statement acknowledging that you have contacted the other governmental agencies such as watershed districts, Washington County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
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- Paid Application Fee: \$100
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- Paid Escrow*: \$900 *Any remaining funds, after expenses, are returned to the Applicant. Expenses incurred over \$900 will be billed to the Applicant.
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Materials that may be required upon request:

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- Survey of the property:** An official survey, by a licensed surveyor, may be requested. The survey shall be scalable and in an 11" x 17" format.
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- Sanitary and stormwater plans.** Sanitary and/or stormwater plans may be requested depending on the proposal of the Certificate of Compliance.
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- Building/Architectural Plans.** Depending if an accessory structure is proposed, a general building or architectural plan, including colors, may be requested.
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- Grading Plans.** Finished grading and drainage plans sufficient to drain and dispose of all surface water accumulated by the project may be requested.
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- Wetland Delineation.** If the proposed Certificate of Compliance is near a potential wetland boundary or setback, delineation may be required to fully evaluate and approve, or deny, the Certificate of Compliance.
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Review by the City Planner. The City Planner will review the application and required documents to determine whether additional materials are necessary in order to issue the Certificate of Compliance. Please note, that other permits may be required by the City, and the City Engineer and Building Inspector may be involved in the review and approval process. In connection with your request your signature constitutes permission for a representative of the City of Grant to enter upon your property, during normal business hours, for the purpose of evaluating your request.