



**DEVELOPMENT APPLICATION**

CITY OF OTSEGO  
13400 90<sup>TH</sup> STREET NE  
OTSEGO, MN 55330  
763-441-4414  
cityhall@otsegomn.gov

Date Filed

Date Complete

Received By

Base Fee

Escrow

*This application may be submitted in person, by mail or by email.*

**PROPERTY INFORMATION**

Please read carefully and answer all questions thoroughly as only complete applications will be accepted after validation by the Zoning Administrator together with submittal of required processing fees and escrows.

Property Identification Number (PID#) \_\_\_\_\_

Street Address \_\_\_\_\_

Legal Description (attach if necessary) \_\_\_\_\_

\_\_\_\_\_

**APPLICANT INFORMATION**

Name \_\_\_\_\_ Business Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**PROPERTY OWNER INFORMATION (if different than applicant)**

Name \_\_\_\_\_ Business Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**REQUEST**

- Comprehensive Plan Amendment
- Ordinance Amendment (text or map)
- Conditional or Interim Use Permit
- Administrative Permit
- Variance/Appeal
- PUD (concept plan/development plan)
- Site & Building Plan Review
- Sketch or Concept Plan Review
- Preliminary Plat
- Final Plat
- Minor Subdivision
- Other \_\_\_\_\_

**PROPERTY INFORMATION**

Project Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Nature of Request \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

Nature of Proposed Use \_\_\_\_\_

Reason(s) to Approve Request \_\_\_\_\_

Describe any previous applications pertaining to the subject site \_\_\_\_\_

**CERTIFICATION OF UNPAID CHARGES**

If the project is abandoned by the applicant, or if the eligible expenses incurred by the City exceed the amount in escrow, the City shall have the right to certify the unpaid balance to the subject property pursuant to MN Statutes Subsections 415.01 and 366.012.

Applicant _____	Date _____
Property Owner _____	Date _____
Property Owner _____	Date _____

**ACKNOWLEDGEMENT**

I, the undersigned, hereby apply for the consideration described above and declare that the information and materials submitted in support of the application are complete to the best of my knowledge and in compliance with adopted City policy and ordinance requirements.

I understand that this application will be processed in accordance with established City review procedures and MN Statute 15.99 at such time as it is determined to be complete. Pursuant to MN Statute 15.99, the City will notify the applicant within fifteen (15) days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denial of this application.

Applicant _____	Date _____
Property Owner _____	Date _____
Property Owner _____	Date _____