



# Marshan Township

## Application Form Continued

Submittal Requirements / Checklist: (Check with Township to Determine Level of Submittal Requirements)

- \_\_\_\_\_ 1. Scaled drawing with clear details and all dimensional data (property size, structure size, setbacks, etc.) necessary to evaluate request.
- \_\_\_\_\_ 2. Property survey with all dimensional data necessary to evaluate request.
- \_\_\_\_\_ 3. Wetlands, floodplain, shoreland delineation.
- \_\_\_\_\_ 4. Detailed drawings required for building, plumbing, and electrical code review.
- \_\_\_\_\_ 5. Explanation of hardship for variance consideration.
- \_\_\_\_\_ 6. Preliminary / final plat details required in Article IX Subdivision Regulations.
- \_\_\_\_\_ 7. Project threshold requires State environmental review procedure (suspends formal review / action until environmental review is complete).
- \_\_\_\_\_ 8. Project requires referral to Township Consultants to determine completeness:  
(Date referred: \_\_\_\_\_ Date of Response: \_\_\_\_\_)
- \_\_\_\_\_ 9. Other: \_\_\_\_\_
- \_\_\_\_\_ 10. Other: \_\_\_\_\_

### **Agreement:**

I am the property owner or authorized representative of the property owner for the above proposed action. I understand that there may be property descriptions, property surveys, site plans, building plans, and other information that may be required for submittal in duplicate form before the application is accepted and the public hearing is set. I understand that the application fee is non-refundable. I understand the consulting escrow fee is required to cover the Township's out-of-pocket expenses caused by the review of the application. I understand that this is an escrow only and full payment for consulting fees in excess of the escrow will be required prior to the issuance of any permits or final action on the request. Any unexpended escrow funds will be refunded.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please complete this form and return to the Clerk at 19980 Nicolai Ave. E. Hastings, MN. 55033.**

**Planning Commission meets the 1st Tuesday of each month at 8:00 P.M. at the Town Hall.**

**Town Board meets the 3rd Tuesday of each month at 8:00 P.M. at the Town Hall.**

**Town Hall Address: 19497 - 205th Street, Hastings, MN. 55033**

_____ <b>Date Application Received</b>	<b>Signature:</b> _____
_____ <b>Date Application Complete</b>	<b>Signature:</b> _____
_____ <b>Date Payment Received</b>	<b>Signature:</b> _____
_____ <b>Date Public Hearing Set</b>	<b>Signature:</b> _____

**Board of Adjustments and Appeals Action:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Planning Commission Action:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Town Board Action:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **SITE MAP**

