

MARSHAN TOWNSHIP

Mailing Address: Marjory Snyder, Clerk, 19980 Nicolai Ave. E. Hastings, MN. 55033
Public Hearing / Township Review Application Form #_____

Type of Request:

Application Fees:

___ Variance/Appeal
___ Conditional Use Permit
___ Interim Use Permit

\$600.00 Non-refundable Application Fee
\$_____ Consulting Escrow Fee
\$_____ Total Application Payment Due

Above to be completed by Marshan Township officials

Below to be completed by Applicant

Property Location:

Parcel I.D.: _____
Subdivision Name: _____
Street Address: _____

Lot: _____ Block: _____
Legal Description: _____

Applicant / Property Owner:

Name: _____
Street: _____
City: _____
State: _____ Zip: _____

Phone: _____
Day: _____ Evening: _____
EIN # (if applicable) _____

Description of Request:

Be very specific! Be sure to include the type of business; number of vehicles/equipment used in conducting your business; the number of employees you currently have, full time and seasonal; the hours of operation; the building or buildings you conduct your business out of and the number of years you have been in business. Attach a detailed site plan showing the business location on the property in relationship to the house and roads. Attach extra pages as necessary to cover all of the detail.

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

_____ Date Application Received	Signature: _____
_____ Date Application Complete	Signature: _____
_____ Date Payment Received	Signature: _____
_____ Date Public Hearing Set	Signature: _____

Board of Adjustments and Appeals Action: _____ **Date:** _____

Planning Commission Action: _____ **Date:** _____

Town Board Action: _____ **Date:** _____

SITE MAP