

# DENMARK TOWNSHIP

## PLANNING/ZONING/USE/PERMIT APPLICATION INSTRUCTIONS

### ZONING and SUBDIVISION APPLICATIONS

It is very important that all of the required information is included with your request. **Incomplete documentation will result in your application not being accepted.** A Public Hearing will NOT be scheduled until all of the information has been received. A copy of the meeting schedule and submission dates is attached. Your request will be heard at a Public Hearing before the Planning Commission (which typically meets on the third Monday of every month.) A recommendation from the Planning Commission to approve or deny the request is then made to the Town Board, (usually the same night as the Public Hearing). The Town Board then takes action on your request; usually at its next regularly scheduled meeting, (which is typically the first Monday of the month). You will receive copies of all official documents relating to your request. The information provided here is intended to be an overview of major application types and requirements. Please refer to the Denmark Township Zoning Ordinance for a full description of regulations, process and submission requirements. Based on your specific request you may be required to provide the Township with additional information not outlined here. In addition to completing the application you must provide/do the following:

#### **1. GENERAL REQUIREMENTS: ( For all Applicants)**

- Pay all fees associated with your request. Submit with your application the applicable non- refundable permit application fee and the applicable escrow deposit for your request. (See Table of Fees). Costs will include, but not be limited to: costs of the Public Hearing, legal notices, legal, planning, and engineering consultant fees for review of your request. Denmark Township will provide you with an itemized list of expenses and will notify you when/if additional funds are needed for the escrow account. Your project will not receive final approval from Denmark Township until all fees have been paid in full. Any funds remaining in the escrow account at project completion will be refunded to you. **Your application will not be considered complete or scheduled for a Public Hearing until the fee and escrow deposits are made.**
- Comply with all ordinance requirements or request a variance from them. The Township ordinances can be found at [www.denmarktownship.org](http://www.denmarktownship.org).
- Submit a site plan which shows: the location of all existing buildings on the property; proposed buildings with size & square footage; curb cuts; driveways; access roads; parking spaces, if applicable; loading areas; sidewalks; septic system and well location.
- Submit a certified list of the names and addresses of all property located within 500 feet of all contiguous property. This list is called a "parcel search" and may be obtained by contacting the Washington County Surveyor's office (651) 430-6875. Washington County does charge a fee for the search. The search may take 7-10 working days to complete. **The Surveyor's office will provide you with mailing**

**labels for all names on the list. The mailing labels must be submitted to the Town Clerk with your completed application.**

- Submit a location drawing of where in the township your project is located.
- Provide written certifications from the Washington County Auditor's Office that there are no delinquent property taxes, special assessments, penalties, interests or municipal utility fees due on the parcel to which the application relates (651) 430-6175.
- Submit a completed and signed application form, including signature of the property owner.
- Contact Washington County at (651) 430-6875 about their submission requirements and review schedule.

**2. REQUIREMENTS FOR VARIANCES/APPEALS: General Requirements PLUS:**

- Submit a written statement explaining the variance/appeal requested and the reason for the request.
- Describe "Practical Difficulties", as defined in Chapter 1, Section 9 of the Denmark Township Zoning Ordinance.
- Building elevations-both existing and proposed.
- The Township Planning Consultant may require a Certificate of Survey in addition to the site plan.

**3. REQUIREMENTS FOR MINOR SUBDIVISIONS (Three or fewer lots).**

**General Requirements PLUS:**

- Submit a survey of entire parcel and proposed lot(s).
- Soil tests and septic suitability for each lot.
- Pay a \$2000 Park & Recreation Fee per lot. (upon approval of land split).
- Sign a Development Agreement prepared by Town Attorney (upon approval of project).
- Submit a Washington County Soil Review Application (to Washington County). Required fee is payable to Washington County.
- Driveway Permit approval: Follow process below depending on which type of road driveway fronts on:
  1. If driveway fronts on a **County Road** application is submitted to Washington County Public Works Dept. (651 430-4300). Fee information can be obtained from Washington County.
  2. If driveway fronts on a **Denmark Township Road**, application along with a \$60.00 driveway inspection fee is submitted to Cottage Grove Building Dept. with your building permit application.

**4. REQUIREMENTS FOR MAJOR SUBDIVISIONS: General Requirements and Minor Subdivision requirements PLUS:**

- Submit a topographic and boundary survey of entire parcel plus existing conditions 100 feet beyond the plat area.
- Show significant environmental features, steep slopes, mature trees, wetlands, water features, etc.
- Submit a Grading & Drainage plan.

- Soil tests and suitability for septic systems.
- Proposed plat showing lot, street, easements and dimensions.
- Narrative explaining all features and attributes of the proposed subdivision.
- Legal description of the property.

**5. REZONING/ORDINANCE AMENDMENT: General Requirements PLUS:**

- Submit a survey of entire parcel.
- Submit a Grading & Drainage plan.
- Soil Conditions.
- General Location Map.
- Principal land uses within ½ mile of property.
- Proof of Ownership.
- Sanitary sewer & water plan.
- Written statement explaining the rezoning request and reasons for the request.

**6. CONDITIONAL USE PERMITS/INTERIM USE PERMITS: General Requirements PLUS:**

- Landscaping & screening plan.
- Finished drainage & grading plan.
- Information about the business or activity.
- Proposed floor plan & elevations.
- Proposed parking plan.
- Soil type & limitations for intended use.
- Location map.
- A map showing all land uses within 500 feet.

**7. CERTIFICATE OF COMPLIANCE: Submit the following signed originals to the Town Clerk:**

- Application
- Escrow Policy
- Site Map with any improvements marked (house, buildings, well, septic, driveway)
- Plans/Proposal (in both hard copy and electronic if possible)
- Application Permit Fee
- Required Escrow Deposit
- Any other items specifically requested

**8. LOT LINE ADJUSTMENT: Submit the following signed originals to the Town Clerk:**

- Application
- Escrow Policy
- Survey-both current and proposed
- Legal Description-both current and proposed
- Application Permit Fee
- Required Escrow Deposit
- Any other items specifically requested

## **SUBMISSION REQUIREMENTS:**

**Submit to the Town Clerk:** Becky Herman, Town Clerk/Treasurer  
14008 90th Street So.  
Hastings, MN 55033  
651-436-1704

Originals of the signed and completed application form, legal description, location map, certified list of property owners and mailing labels, certificate of no outstanding taxes, summary letter describing the proposal, application fee, soil information and test results, one full size set of plans, 13 sets reduced to 11" x 17", one set reduced to 8 ½ x 11" and other information as needed to fully explain the request.

### **Submit to the Attorney, Engineer, and Planner:**

One copy of the signed and completed application form, legal description, location map, summary letter describing the proposal, soil information and test results, one full size set of plans, and one 11" x 17" copy of each drawing, and other information as needed to fully explain the request.

Troy Gilchrist  
Kennedy & Graven  
470 US Bank Plaza  
200 South 6th Street  
Minneapolis, MN 55402

Erin Perdu  
WSB & Associates  
701 Xenia Avenue S.  
Suite 300  
Minneapolis, MN 55416

Cara Geheren  
Focus Engineering  
4680 Fairway Hills Drive  
Eagan, MN 55123

**IF Project is located within the St. Croix River, Mississippi River or Shoreland areas all materials must also be submitted to the Minnesota Department of Natural Resources:**

### **Submit to Minnesota Department of Natural Resources:**

Jenifer Sorensen, PE, PhD  
East Metro Area Hydrologist  
MN DNR – Division of Ecological and Water Resources  
1200 Warner Rd; St Paul, MN 55106