

CALL GOPHER ONE CALL BEFORE DIGGING @ 1-800-252-1166

CITY OF SPRINGFIELD  
ZONING PERMIT APPLICATION

PUC \_\_\_\_\_  
STREET \_\_\_\_\_

PERMIT# \_\_\_\_\_ PERMIT COST \_\_\_\_\_

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

Approved signatures/Date Signed: \_\_\_\_\_

Reason(s) for not being approved: \_\_\_\_\_

\*\*\*\*\*

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Project Site Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Cost: \_\_\_\_\_ Contractor Name: \_\_\_\_\_ Contractor # \_\_\_\_\_

Permit Applicant Is:  Owner  Contractor (Please check one.)

Type of Work:  New  Addition  Alteration (Please check one.)

Project Description (types of materials being used, please describe the project in feet, for height, width, length, depth, & square footage of the project):

\_\_\_\_\_  
\_\_\_\_\_

*By signing this application form, I agree that permit fees used to process this application are the responsibility of the applicant and property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended.*

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

*I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business 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 denying this application.*

**Applicant Signature** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

NO CONSTRUCTION IS TO START UNTIL YOUR ZONING PERMIT HAS BEEN APPROVED AND PAID FOR.  
SPRINGFIELD PLANNING AND ZONING COMMISSION MEETINGS ARE HELD THE 4<sup>TH</sup> MONDAYS OF EACH MONTH AT 7PM AT CITY HALL AT 2 E CENTAL STREET.

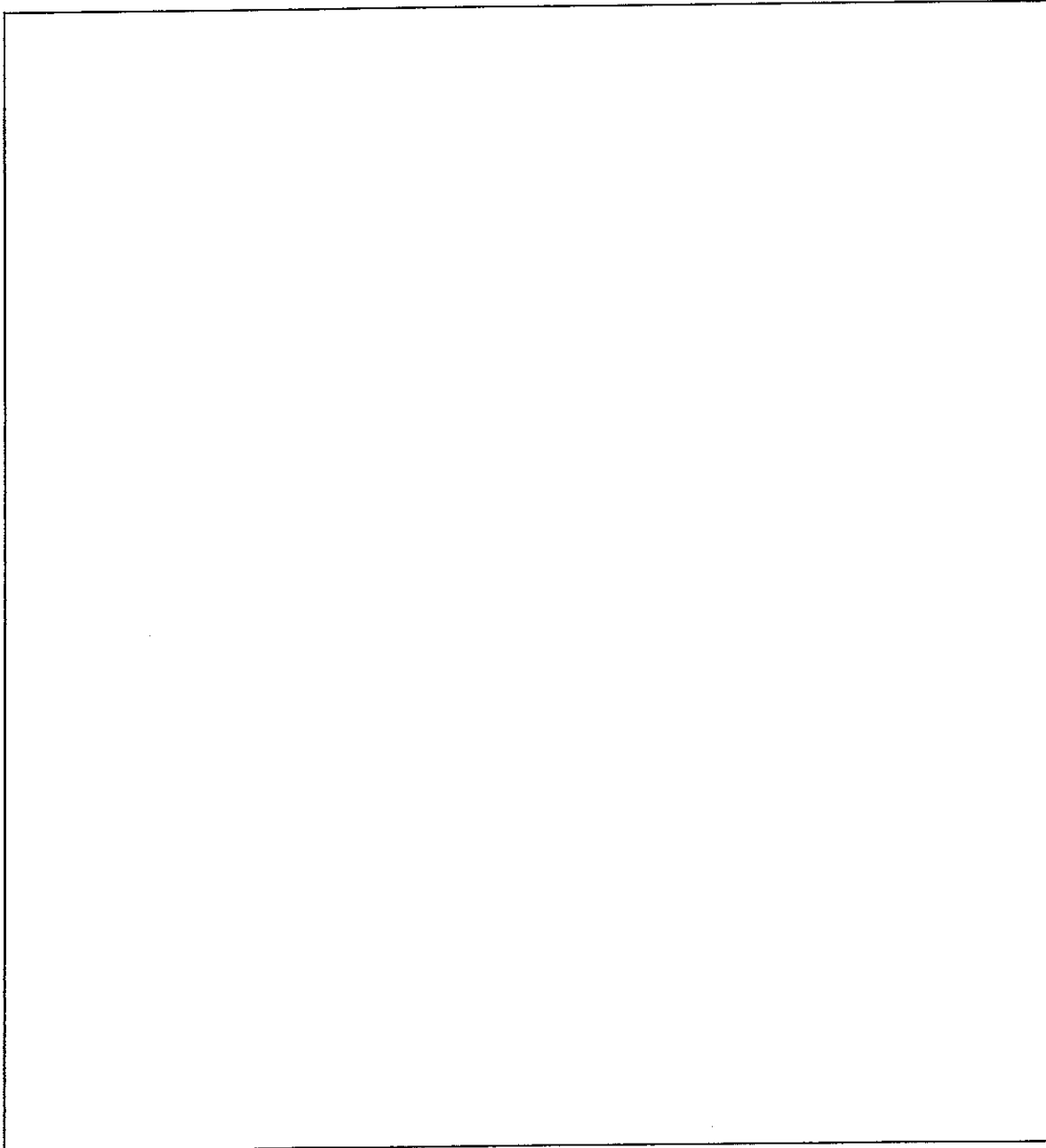
NOTE: IT IS THE PROPERTY OWNERS RESPONSIBILITY TO CALL GOPHER ONE CALL FOR UTILITY LOCATES.

Please show a detailed diagram of the project on the back of this sheet. Location of property lines maybe required. If you can not locate your property lines please contact City Hall at 723-3500, and we will let you know the procedure to aid in finding them.

PLEASE INCLUDE ON YOUR DIAGRAM, THE FOLLOWING INFORMATION. ALL EXISTING BUILDINGS ALONG WITH THE NEW CONSTRUCTION REQUESTED ON THE PROPERTY. INCLUDE DIMENSIONS AND DISTANCES TO ALL PROPERTY LINES FOR THE EXISTING AND REQUESTED NEW CONSTRUCTION. PERMITS CANNOT BE ISSUED WITHOUT THE COMPLETED INFORMATION.

LINES INDICATED BELOW ARE CONSIDERED PROPERTY LINES. KNOW WHERE YOUR PROPERTY STAKES/PINS ARE LOCATED.

**NORTH**  
**Property Line**



**WEST**

**EAST**

**Property Line**  
**SOUTH**