



SPECIAL USE PERMIT

If you wish to build or construct something that is not in conformance with the Deephaven Ordinances you may under Section 1320 of the City Code, apply for a special use permit with the City Clerk.

The following information must be included with the application and returned to the Clerk's office by noon of the first Tuesday of each month.

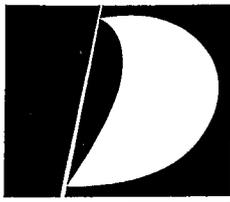
- A \$150.00 **nonrefundable** filing fee paid with the application.
- Certified Survey showing the location and dimensions of all existing and proposed structures, including impervious surfaces, wetlands, easements and roadways.
- For extensive remodel or new construction, a benchmark elevation must be shown on the survey.
- Outline the **"Building Pad"** on the survey using required setbacks.
- Mark the distance from the existing and proposed structures to property lines from the foundation.
- Calculate hardcover (actual and proposed)
- **Scaled** elevations of existing and proposed construction.
- Dimensions of the existing and proposed construction from all sides.
- Show height on all sides to the highest peak and average of highest peak.
- Indicate how water run-off / drainage may be changed or effected by the proposal.
- Council asks that the applicant have the surrounding property owner(s) execute an acknowledgment form (copy attached to the application) making adjacent owners aware of the request. Please not that this acknowledgment form does not seek approval or disapproval.

These items may be helpful to include with the application

- Pictures of the property
- Floor plans of the existing and proposed
- Site line to adjacent properties

The Planning Commission meets at 7:00 p.m. on the THIRD TUESDAY OF EACH MONTH. A recommendation will be made and forwarded to the City Council for consideration at a regular meeting on the first Monday of the following month. The Council will take action on the request.

Your presence at these meetings is necessary. Questions will be asked of you, which will aid the Planning Commission and the City Council in making their decision.



DEEPLHAVEN
SPECIAL USE PERMIT

PROPERTY ADDRESS _____

OWNER _____ PHONE _____

OWNER ADDRESS _____

CONTRACTOR/APPLICANT _____ PHONE _____

ADDRESS _____

PRESENT USE _____

VACANT LAND _____ VACANT BUILDING _____ OCCUPIED _____

PRESENT ZONE:

R-1 _____ C-1 _____
R-2 _____ C-2 _____
R-3 _____

DESCRIPTION OF REQUEST _____

REASON FOR REQUEST _____

* PLEASE PROVIDE A SKETCH/SURVEY, WHICHEVER IS APPLICABLE OF THE PROPOSED REQUEST. SHOW ALL DIMENSIONS, STRUCTURES, SETBACKS AND ANYTHING PROPOSED.

APPLICANT SIGNATURE - _____ DATE _____

OWNER SIGNATURE - _____ DATE _____

PLANNING COMMISSION MEETING _____ COUNCIL _____

Fee _____ Paid _____ Ck # _____ Receipt _____

ADJACENT PROPERTY OWNER'S ACKNOWLEDGMENT FORM

I (WE) _____ of _____
[print name(s)] [print address]

have reviewed the plans for the proposed improvements or proposed use of the property located at _____.

I (we) understand that in executing this acknowledgment, I am (we are) not asked to declare approval or disapproval of the property or use, but merely to confirm for the City Council that I am (we are) aware of the improvement plans and that the proposed neighbor's project or use requires Council approval.

Property owner's signature Date

Property owner's signature Date

I (we) _____ of _____
[print name(s)] [print address]

have reviewed the plans for the proposed improvements or proposed use of the property located at _____.

I (we) understand that in executing this acknowledgment, I am (we are) not asked to declare approval or disapproval of the property or use, but merely to confirm for the City Council that I am (we are) aware of the improvement plans and that the proposed neighbor's project or use requires Council approval.

Property owner's signature Date

Property owner's signature Date

If you have any information that may assist the City in the review of _____, please forward comments to the City Clerk's office.

DATA PRIVACY ADVISORY

In accordance with Minnesota Statutes, Section 13.04, Subd. 2, "Rights of Subjects of Data" we would like to inform you that your request for a permit, approval (variance, special use, subdivision, zoning) or license from the City of Greenwood or any of its departments may require you to furnish certain private or confidential information.

YOU ARE NOTIFIED THAT:

1. The information you furnish will be used to determine your qualifications for the permit, approval or license requested.
2. You may refuse to supply data, but refusal may require that the City deny the permit, approval or license.
3. The information may be shared with other local, state or federal agencies to the extent necessary to process the permit, approval or license.
4. If your requested permit, approval or license requires Council action, the information may become public.
5. You have certain rights under Minnesota Statute, Section 13.04 to review private data on yourself.
6. Your full name is required to process this application or permit.

FIRST

MIDDLE

LAST

ADDRESS

CITY

STATE

ZIP

PHONE

I understand my rights as stated above.

SIGNATURE

DATE