



SYLVAN TOWNSHIP
COUNTY OF CASS
STATE OF MINNESOTA
12956 24th AVE SW
PILLAGER, MN 56473
Phone: 218/746-3652
Fax: 218/746-3612

For Office Use Only:

Received by: _____
 Fee Paid: _____
 Base Fee: _____
 Escrow: _____
 Date Received: _____
 Date Deemed Complete: _____
 Date On-Site Inspection Made: _____
 Date Final Inspection: _____

**SYLVAN COMMERCIAL ORDINANCE GENERAL BUSINESS
 AND COMMERCIAL ZONING DEVELOPMENT APPLICATION**

TYPE OF APPLICATION		
<input type="checkbox"/> General Business Permit <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Home Business <input type="checkbox"/> Home Occupation	<input type="checkbox"/> Interim Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Administrative Subdivision <input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____
PROPERTY INFORMATION		
Street Address:		
Property Identification Number (PIN#):		
Legal Description (Attach if necessary):		
OWNER INFORMATION		
Name:		Business Name:
Address:		
City	State:	Zip Code:
Telephone:	Fax:	E-mail:
Contact:		Title:
APPLICANT/DEVELOPER INFORMATION (if different from owner)		
Name:		Business Name:
Address:		
City:	State:	Zip Code:

Telephone:		Fax:		E-mail:	
Contact:				Title:	
LOT/PRIMARY STRUCTURE CHARACTERISTICS					
Lot depth x Lot width = Lot area			Owner when septic system installed		Year
			Date of last septic system inspection		
Size of current structure(s) (If more than one, identify by letter)			Actual foundation sizes		
Well Depth	<input type="checkbox"/> Deep <input type="checkbox"/> Shallow	Water frontage feet		Former Owner Year sold	
Elevation at building		ft	Building height		ft
			Lake setback		ft
Minimum side yard		ft	Road right-of-way dimensions		
			ft		
			Surface of road		
			Jurisdiction - private / township / county / state (circle one)		
DESCRIPTION OF PREVIOUS AUTHORIZATION					
List all current and expired permits approved/issued by any governmental agency(i.e. CUPS, PUDS, Variances, DNR permits and other):					
DESCRIPTION OF REQUEST (attach additional information if needed)					
Existing Use of Property:					
Size of proposed structure(s) (If more than one, identify by letter)			Actual foundation size(s)		
			Attach a complete foundation drawing to this application.		
Identify proposed structure(s) as new, addition, or replacement					
Nature of Proposed Use:					

Reason(s) to Approve Request:
CODE REQUIREMENTS
Follow the MN State Building Code. Follow the MN State Fire Code. Contact: E-mail: Pillagerareafire@scicable.com Fax: 218-746-3646 Telephone: Randy Lee, Fire Chief, 218-746-3691

APPLICATION FEES AND EXPENSES: By signing this application form, I agree that all fees and expenses incurred by the Township for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the Township 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 429.81 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees may not cover actual expenses; any additional fees will be billed.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted County/Township policy and ordinance requirements are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established County/Township review procedures and Minnesota Statutes 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the Township will notify the applicant within fifteen (15) 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 County/Township may be cause for denying this application.

The applicant hereby makes application for a development permit as specific above, and agrees to do all work in strict accordance with all Cass County and Sylvan Township, Minnesota ordinances. The applicant agrees that all plot plans, sketches, and specifications submitted herewith and which are approved by the Township shall become part of the permit. The applicant further agrees to grant permission to Sylvan Township or Cass County Environmental Services Department personnel to enter the applicant's premises at reasonable times during the application process and thereafter to make necessary inspections or to subsequently check for compliance with permit conditions or other applicable County or State ordinances.

THE APPLICANT UNDERSTANDS THAT IT IS THE APPLICANT'S SOLE RESPONSIBILITY TO OBTAIN ALL OTHER FEDERAL, STATE, OR LOCAL AGENCY PERMITS WHICH MAY APPLY TO THE ABOVE DESCRIBED PROJECT.

Applicant: _____ Date: _____

Owner: _____ Date: _____

NOTE: Applications must be signed by all property owners. Applications only accepted with **ALL required support documents and fees**. See Development Application Checklist and SCO Ordinance.

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