



PO Box 120, 1211 Village Parkway
Cologne, MN 55322
(952) 466-2064
www.colognemn.com

Planning and Zoning Application Form

GENERAL REQUIREMENTS – Please read before completing the application.

The City will not begin processing an application that is incomplete. You will be notified within fifteen business days if your application is not complete. Applications deemed complete will be submitted to the City Planner for review. The City Planner will notify the applicant if additional information or modifications are necessary. The applicant is responsible for all information necessary to describe the land use/development request and may be required to submit additional information to fully explain the aspects unique to the request that may not appear on this application. Applicants are encouraged to review the applicable City Code (available at City Hall) related to their request.

Fees and escrow are due at the time an application is submitted (or the application will be considered incomplete). Fees and escrow are listed on the attached sheet. Please note that the applicant is responsible for all planning, legal, engineering, publication, notification, and other expenses related to the application.

Certain applications, such as variances and sign permits, require Planning Commission consideration. Please check with the City Clerk to determine if your application requires Planning Commission consideration. If so, your completed application must be submitted four weeks prior to a regularly scheduled planning commission meeting. Completed applications that are submitted within four weeks of a regularly scheduled planning commission meeting may be considered at the next regularly scheduled meeting if time constraints allow, otherwise they will be considered at the following regularly scheduled meeting.

APPLICANT INFORMATION

Applicant(s) _____

Property Owner(s) – (if different from applicant) _____

Property Street Address _____
Cologne, MN 55322

Applicant Mailing Address (if different from property address)

Applicant Telephone (____) _____ - _____ (day) (____) _____ - _____ (eve)

Applicant Fax No. (____) _____ - _____ E-mail _____

Applicant is: [] Owner [] Contractor [] Other _____

Type of Request(s):

Site Plan Approval (Bldg permit may also be needed)

(Include Site Plan Review Requirements document)

Zoning Ordinance Amendment

(Include Zoning Amendment Information document)

Variance

(Include Variance Addendum document)

Sign Permit

(Include Sign Permit Addendum document)

Building Alterations/Additions

(Bldg permit needed)

Interim Use Permit

(Include Interim Use Permit Information document)

Other _____

Preliminary Plat Final Plat Lot Division/Combination

******Please attach a site plan showing existing and proposed features, including setbacks.******

Brief description of request _____

Has a similar request on the subject site or any part thereof been previously sought? _____

If yes, when? _____

Access to property _____

Project description and background (attach additional sheet(s) if necessary) _____

I agree that all fees incurred by the City resulting from the review of this request are my responsibility and I will pay them in a timely manner.

Signature of applicant(s) _____ Date _____

If Property Fee Owner is not the applicant, the Applicant must provide written authorization by Property Fee Owner in order to make application.

Signature of owner _____ Date _____

*****FOR CITY USE ONLY*****

Appl. Fee & Escrow \$ _____	Amount Paid \$ _____	Date _____	Ck # _____
Completed Application Received on _____ by _____			
Current Zoning ____	Existing Land Use ____	Proposed Land Use ____	PID 40- _____
Legal Description _____			
