

Members of the MPC's Land Development department are available to outline the development review process, verify submittal requirements and identify UDC requirements specific to all development requests.

1. PROPERTY INFORMATION									
Project Name: _____ Associated Case (if applicable): _____ Project Address/Location: _____ Parcel number(s): _____									
2. CASE TYPE (Check appropriate application type)									
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Special Use Permit</td> <td style="width: 33%;"><input type="checkbox"/> Planned Unit Development (PUD)</td> <td style="width: 33%;"><input type="checkbox"/> Zoning Map Amendment (Rezoning)</td> </tr> <tr> <td><input type="checkbox"/> Site Plan Approval</td> <td><input type="checkbox"/> Small Planned Unit Development (SPUD)</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Site Plan Modification</td> <td><input type="checkbox"/> PUD Site Plan (Administrative)</td> <td></td> </tr> </table>	<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Planned Unit Development (PUD)	<input type="checkbox"/> Zoning Map Amendment (Rezoning)	<input type="checkbox"/> Site Plan Approval	<input type="checkbox"/> Small Planned Unit Development (SPUD)	<input type="checkbox"/> Other	<input type="checkbox"/> Site Plan Modification	<input type="checkbox"/> PUD Site Plan (Administrative)	
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<input type="checkbox"/> Site Plan Approval	<input type="checkbox"/> Small Planned Unit Development (SPUD)	<input type="checkbox"/> Other							
<input type="checkbox"/> Site Plan Modification	<input type="checkbox"/> PUD Site Plan (Administrative)								
3. PARCEL DESCRIPTION									
<i>(existing platted subdivision name, block and lot designation; if un-platted, provide a detailed metes and bounds description)</i> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>									
4. GENERAL LOCATION OF PROPERTY									
<i>(street address and/or frontage, and distance to cross street)</i> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>									
5. PROPOSED USE OF PROPERTY									
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<i>(Provide a brief explanation, attach additional sheets, if necessary)</i> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>									

6. ZONING INFORMATION

Current Zoning District(s): _____ Proposed Zoning District(s) * if applicable: _____

If more than one district, provide the acreage of each: _____

7. SITE AND BUILDING INFORMATION (NOT REQUIRED FOR ZONING MAP AMENDMENT CASE TYPES)

Total Site Acres: _____ Proposed Building Use(s): _____

Existing Building(s) sq. ft. gross: _____ Proposed Building(s) sq. ft. gross: _____

Total sq. ft. gross (existing & proposed): _____ Proposed Height of Building(s): _____

Number of Stores: _____ Ceiling Height of First Floor: _____

Off-Street Parking Required: _____ Off-Street Parking Provided: _____

8. DIMENSIONAL STANDARDS (NOT REQUIRED FOR ZONING MAP AMENDMENT CASE TYPES)

Lot Area (sq. ft.): _____ Lot Coverage (total area in sq. ft.): _____ Lot Coverage Percentage of Total Lot Area: _____

9. STORMWATER INFORMATION (NOT REQUIRED FOR ZONING MAP AMENDMENT CASE TYPES)

Existing Impervious Surface: _____ acres/sq. ft. _____ Proposed Impervious Surface: _____ acres/sq. ft. _____

Please select the following that are applicable: Cross Lake Watershed Hazard Flood Area Red River Wetlands

10. CONTACT INFORMATION

If property owner designates an agent as the coordinator for the project, this person (the applicant) shall attend all necessary meetings and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required. **All contact for this project will be made through the applicant listed below.**

NAME, ADDRESS, AND SIGNATURE OF ALL PROPERTY OWNERS: ALL property owners must sign. All **property owners** must sign unless one person has the power of attorney to sign for others and that power of attorney is submitted with the application. A managing partner in a corporation may sign and submit written authorization. **If in business name or corporation, list all persons owning 6% or more. Attach separate sheet if necessary.**

Applicant Contact Information

Check if Primary Contact

Name: _____ Company (if applicable): _____

E-mail: _____ Phone: _____ Fax: _____

Mailing Address (street, city, state, zip): _____

Architect Contact Information

Check if Primary Contact

Name: _____ Company: _____

E-mail: _____ Phone: _____ Fax: _____

Mailing Address (street, city, state, zip): _____

Engineer Contact Information

Check if Primary Contact

Name: _____ Company: _____

E-mail: _____ Phone: _____ Fax: _____

Mailing Address (street, city, state, zip): _____

Current Property Owner Contact Information

Check if Primary Contact

Name: _____ Company (if applicable): _____

E-mail: _____ Phone: _____ Fax: _____

Mailing Address (street, city, state, zip): _____

Designee Contact Name: _____ E-mail Address: _____ Phone: _____

Property Owner, check one of the following:

I will represent the application myself; OR I hereby designate (*insert name of project representative*) _____ to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

Acknowledgment:

I hereby certify that I am the owner of the property and further certify that the information regarding property ownership provided on this development application is true and correct.

Property Owner Signature: _____ Date: _____ Applicant Signature: _____ Date: _____