CITY OF SUNFISH LAKE, MINNESOTA

Application for the Keeping of Farm Animals and Temporary Invasive Species Removal

(Cattle, Hogs, Bees, Sheep, Goats, Chickens, Turkeys, Ducks, Horses)

Please complete all sections. Incomplete applications may delay review.

City Planner (primary contact) Lori Johnson ljohnson@wsbeng.com 612.364.3029 WSB • 701 Xenia Ave S, Suite 300 • Minneapolis, MN 55416	**Office Use** WSB Project No. _____ Fee _____ Paid _____ Escrow Amt. _____ Paid _____ Date Filed _____

Instructions: Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the City Planner and prior to acceptance of required processing fees/deposits.

Property Information

Street Location of Property _____

Legal Description
(attach additional sheet if necessary) _____

Owner Information (Required)

Name		**Email**	
Address			
City		**State / Zip**	
Phone (Home)		**Phone (Cell)**	

Applicant Information (If other than owner)

Name		**Email**	
Address			
City		**State / Zip**	
Phone (Home)		**Phone (Business)**	

Applicant's relationship to _____

property/owner _____

Description of Request (include the type of animal to be kept on site and whether this is a temporary request for invasive species removal)

Provide a brief narrative describing the request(s) and all pertinent information.

Application Fees and Escrow

All fees and escrows must be paid by check and sent to the City Planner at the address at the top of the application. All checks must be made out to the City of Sunfish Lake.

Note: Escrows are only refundable with a positive end balance. See below.

- Escrow: **$200** (paid by check only; mailed to Lori Johnson at WSB)

Fees

Note: Fees are nonrefundable.

- **$200** (initial application for farm or nondomestic animals)
- **$100** (yearly renewal)
- **$100** (temporary permit for farm animals for invasive species removal)

Filing Requirements

- Payment of permit fees.
- A narrative explaining the type of animals to be kept on site, where they will be kept and how they will be fed and watered.
- A site plan indicating the exact location of any structures, fencing or enclosures for the keeping of the animals that also includes setback information.
- Drawings of any animal enclosures that include type of materials used and size information.
- Any other information as required by the City Planner or City Forester.

These requirements are drawn from Section 608.01 of the City Code. Unless the request is for a temporary permit, the City will notify immediately adjacent property owners, who have seven days from the mailing date to object. If a substantive written objection is received in that time and the objector and City Planner cannot resolve it, the permit may go to the City Council for approval or denial. Temporary permits for invasive species removal are exempt from this notification.

Electronic submittals only: Submit to Lori Johnson, City Planner, at ljohnson@wsbeng.com.

Escrow Requirements

All fees and escrows must be paid at the time of application. The application fee covers the administrative costs incurred by the City. The escrow fee covers the estimated project review costs. Per Sunfish Lake City Code Section 202.03, the applicant

shall reimburse the City for all legal, planning, forestry and engineering costs incurred by the City in reviewing and processing the application, in inspecting the work performed, and in enforcing the permits and approvals given by the Council. The reimbursable costs shall be the actual costs incurred by the City based on the contracts for hourly rates that the city has for legal, planning, forestry and engineering services. You can have a great impact on controlling these costs by submitting complete and comprehensive documents, plans, and designs which respond to the application procedures that have been outlined in the application and that comply with city codes. The City Planner will monitor the escrow balance for your project and communicate outstanding balances. You may be asked to submit another deposit prior to approval of your project, depending upon your application.

If a project is abandoned before approval or completion, the escrow amount for the staff review time spent is retained by the City. Denial of a project does not reduce the money owed.

You will be billed at the end of the project by the City Treasurer if there is a negative balance associated with your application and you will be provided with a detailed itemization of project review costs. If there is a positive escrow balance at the end of your project, the City Treasurer will refund the balance to you.

Your signature on the application obligates you to pay any and all fees which are incurred from the time of application submittal through abandonment or project completion. By signing this application, you acknowledge that failure to comply with all requirements could subject you to a violation of Section 1203.14 of our ordinances.

Signatures

Signature of Applicant	**Date**

Signature of Property Owner	**Date**