



CITY OF MEDICINE LAKE
PUBLIC WORKS

LAND EXCAVATION/FILLING/GRADING PERMIT

10609 South Shore Drive
Medicine Lake, MN 55441
763-542-9701

www.cityofmedicinelake.com

The extraction or filling of sand, gravel, black dirt or other natural material from the land or the grading of land by a person in the amount of fifty (50) cubic yards or more shall be termed land excavation/grading and shall require a permit.

PROPERTY IDENTIFICATION

FEE: \$250 ESCROW \$500

PROJECT ADDRESS _____ DATE _____

PID _____ ZONING DISTRICT _____

COMPLETE PROPERTY LEGAL DESCRIPTION _____

PROPERTY OWNER _____ APPLICANT (IF NOT PROPERTY OWNER) _____

PHONE _____ PHONE _____

STREET _____ STREET _____

CITY, STATE, ZIP _____ CITY, STATE, ZIP _____

ACTION REQUESTED

PURPOSE OF PROPOSED EXCAVATION/FILLING/GRADING ACTIVITY _____

TYPE AND AMOUNT OF MATERIAL TO BE EXCAVATED/GRADED/FILLED _____

CITY STREETS OVER WHICH MATERIALS AND EQUIPMENT WILL BE HAULED _____

PROJECT START DATE _____ PROJECT COMPLETION DATE _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. The undersigned agrees to take measures to ensure that the proposed activity will in no way jeopardize the public health, safety and welfare or is appropriately fenced to provide adequate protection and will further comply with all conditions prescribed by the City or its officers or agents. The undersigned agrees to comply with all conditions prescribed by the City or its officers or agents.

OWNER'S SIGNATURE _____ **DATE** _____

APPLICANT'S SIGNATURE _____ **DATE** _____

OFFICE USE ONLY

DISTRIBUTION:

City Planner _____

City Engineer _____

Public Works _____

DNR _____

Bassett's Creek WMC _____

Other _____

APPROVALS

City Engineer _____

Building Official _____

Public Works/Parks _____

Additional Information

Fees: The land excavation/filling/grading fee is \$250. The escrow is \$500. This fee is waived if the permit is being requested in conjunction with a stormwater management plan.

Payment of Fees: The applicant acknowledges that before this request can be considered, all required information and fees (including all up front escrow deposits) must be paid to the City. If additional fees are required to cover costs incurred by the City, the City Clerk has the right to require additional payment. Such expenses may include (but are not limited to) personnel costs, fees for consultants, legal assistance and other professionals, recording fees, along with other overhead costs. The amount of escrow is determined by the City of Medicine Lake fee schedule in effect at the time of the application submittal. The applicant also acknowledges that it may be required to file, at his or her expense, appropriate resolutions, agreements or other documents evidencing approval of the application. The applicant agrees that the City may withhold the issuance of a building permit until all financial matters are resolved. If need be, the City reserves the right to pass outstanding balances from this application to Hennepin County to be assessed with next year's property taxes for the property involved as indicated on page one of this application and the Property Owner agrees to such assessment.

Application Submission: Applications should be submitted to the Public Works Superintendent at Medicine Lake City Hall at 10609 South Shore Drive, Medicine Lake, MN 55441. Phone: 763.542.9701.

Land Excavation/Grading Review Process: The Building Inspector shall forward a copy of all land excavation/grading applications to the City Council. Upon receiving information and reports from the Building Inspector, the Council shall determine as to whether, and when, and under what conditions such permit for an excavation or grading is to be issued to the applicant by the Building Inspector. All excavation and grading operations shall be completed within ninety (90) days of the issuance of the permit. Upon completion the permit holder shall notify the Building Inspector in writing of the date of completion. More information can be found in City Code §1900.

Land Filling Review Process: The Building Inspector shall process all land fill permit applications. Such applications, when determined to be necessary by the Building Inspector and all those for more than 50 cubic yards shall be forwarded to the Planning Commission. If not sent to the Planning Commission for review and comment, the Building Inspector shall determine as to whether, and when, and under what conditions a land fill permit for less than 50 cubic yards shall be issued. If sent to the Planning Commission for review and comment, the Planning Commission shall provide information and reports to the City Council. The City Council shall then make its determination as to whether, and when, and under what conditions such permit for a land fill greater than 50 cubic yards is to be issued to the applicant by the Building Inspector. All land fill operations shall be completed within ninety (90) days of the issuance of the permit. Upon completion the permit holder shall notify the Building Inspector in writing of the date of completion. The applicant shall also obtain a road and hauling permit from the City. More information can be found in City Code §1800.

Checklist for Land Excavation/Filling/Grading Applications

City Staff can help determine what materials are necessary. Contact Chris Klar at 763-542-9701 or public_works@cityofmedicinelake.com with questions. *Incomplete or unclear applications/plans will be returned to the applicant and may result in delay of application processing.*

All Applications Must Include:

- The application form completed and signed by the property owner or owner's authorized representative.
- A complete legal description of the subject property. This is found on the property deed. Incomplete or abbreviated legal descriptions are not sufficient.
- Site survey depicting existing conditions on the site and all pertinent legal information.
- Site plan: one PDF copy drawn and published to-scale of 1:20 but no smaller than 1:50 showing:
 - Lot lines
 - Existing topography
 - Water (OHW) and drainage courses within 350 feet of property
 - Wetlands within 350 feet of property
 - Proposed finished grade with elevations
 - Proposed landscape plan
 - Erosion control
 - Location of easements and underground utilities (sewer and water), etc.
 - Proposed drainage plan
 - Zoning information for the site including hardcover calculations
 - Proposed driveways and/or sidewalks
 - Proposed buildings
 - Any additional information as may be reasonably required by the City