



PUBLIC LANDS PERMIT INFORMATION

2415 Wilshire Boulevard, Mound, MN 55364
Phone 952-472-0600 Fax 952-472-0620

Construction of any kind on any public way, park or commons, or the alteration of the natural contour on any public land is unlawful unless a special public land permit is issued. This includes any alterations to land, trees, stairways, retaining walls, fences, temporary structures, stone or concrete work, or other types of construction including structural repairs on any boathouse.

SUBMITTAL REQUIREMENTS

1. Accurately completed application form, including name, address and day phone of both applicant and owner.
2. **CURRENT CERTIFICATE OF SURVEY**: 2 copies drawn to-scale and one copy 8-1/2" x 11" (may be reduced). **Survey must include all of the items listed on the City of Mound Survey Requirements (attached).** In addition, please show all existing and proposed encroachments.
3. Scaled drawings and specifications of proposed improvement
4. Proposed cost of project
5. Photographs of the existing structure or affected area
6. Statement of purpose for proposed change
7. Erosion Control Plan.

If any of the above materials are not submitted by the deadline date, the application may be deemed incomplete and it will not be placed on the agenda for that month.

ABOUT THE MEETINGS

The Parks and Open Space Commission meet on the second Thursday of each month at 7:00 p.m. You will be mailed a copy of the staff report and an agenda on the Monday just prior to your scheduled hearing. Abutting property owners will also be notified of your application.

THE APPLICANT OR A DULY-AUTHORIZED AGENT MUST BE PRESENT AT THE PLANNING COMMISSION AND CITY COUNCIL MEETINGS TO ANSWER QUESTIONS.

The Parks and Open Space Commission is an advisory body to the City Council. The City Council makes all final decisions.

APPLICATION DEADLINES

To give staff ample time to review your request, please submit your application by 12:00 noon on the due date listed below. Your request will then be reviewed by the Parks and Open Space Commission and City Council on the subsequent dates.

2016 Meeting Dates and Application Deadlines

Application Deadline	Planning Commission 1st Tuesday at 7:00 p.m.	City Council 4th Tuesday at 7:00 p.m.
Jan 4	Feb 2	Feb 23
Feb 1	Mar 1	Mar 22
Mar 1	Apr 5	Apr 26
Apr 1	May 3	May 24
May 2	Jun 7	Jun 28
Jun 6	Jul 5	Jul 26
Jul 1	Aug 2	Aug 23
Aug 1	Sep 6	Sep 27
Sep 1	Oct 4	Oct 25
Oct 3	Nov 1	Nov 22
Nov 1	Dec 6	Dec TBD
Dec 1	Jan 3 (2017)	Jan 24 (2017)
Jan 3 (2017)	Feb 7	Feb 28



PUBLIC LANDS APPLICATION

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Date Received _____

Parks and Open Space Commission Date _____

City Council Date _____

DISTRIBUTION _____ Building Official _____ Parks Director _____
 _____ DNR _____ MCWD _____
 _____ Public Works _____ Other _____

Check One

- CONSTRUCTION ON PUBLIC LAND PERMIT** – new construction. NOTE: NO PERMIT SHALL BE ISSUED FOR CONSTRUCTION OF BOAT HOUSES OR OTHER BUILDINGS ON PUBLIC LAND - City Code Section 62-11(a) & (b).
- PUBLIC LAND MAINTENANCE PERMIT** – to allow repairs to an existing structure - City Code Section 62-11(c).
- CONTINUATION OF STRUCTURE** – to allow an existing encroachment to remain in an “as is” condition - City Code Section 62-11(g).
- LAND ALTERATION** – change in shoreline, drainage, slope, trees, vegetation, fill, etc. - City Code Section 62-11(d).

The structure or work you are requesting is an activity on publicly owned lands. Structures like boat houses, patios, sheds, etc. are all NONCONFORMING USES. It is the intent of the City to bring all these uses into conformance, which means that those structures will at some time in the future have to be removed from the public lands. All permits are granted for a limited time and are non-transferable. Stairway construction must meet the State Building Code when the permit is for new construction, or a new permit is applied for due to a change in dock site holder.

Please type or print legibly

APPLICANT	Name _____ Email _____ Address _____ Phone (H) _____ (W) _____ (M) _____
ABUTTING PROPERTY LEGAL DESC.	Address _____ Lot _____ Block _____ Subdivision _____ PID # _____ Zoning: R1 R1A R2 R3 B1 B2 B3 (Circle one)

PUBLIC PROPERTY	Name _____ Email _____ Dock Site # _____ Shoreline Type _____
CONTRACTOR	Name _____ Email _____ Address _____ Phone (H) _____ (W) _____ (M) _____

A FEE OF \$200.00 APPLIES IF VALUATION OF PROJECT EXCEEDS \$1,000.00 AND NO PUBLIC BENEFIT IS DERIVED.

PROPOSED COST OF PROJECT (INCLUDING LABOR & MATERIALS) \$ _____

DESCRIBE REQUEST & PURPOSE _____

Applicant's Signature _____ **Date** _____