

City of Melrose  
225 E First St N, Melrose MN 56352  
Ph: (320) 256-4278 FAX: (320) 256-7766

Permit No. \_\_\_\_\_  
PID No. \_\_\_\_\_  
Date Rcvd. \_\_\_\_\_

## Zoning/Demo Permit Application

Permit Fee	
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### SITE INSPECTIONS TUE/THUR AM ONLY

Please Type or Print Legibly:

1. Site Address \_\_\_\_\_ Melrose, MN 56352
2. Owner(s) \_\_\_\_\_ Daytime Phone \_\_\_\_\_
3. Owner's Address (if different from above) \_\_\_\_\_
4. Legal Description of Site: *(Please Attach Metes & Bounds Description)*  
*Note\* If unknown, please refer to property tax statement or ask Zoning Coordinator*  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_
5. Zoning District \_\_\_\_\_ Current Use of Property \_\_\_\_\_
6. Type of Request:  
Shed \_\_\_\_\_ Sign \_\_\_\_\_ If sign, illuminated \_\_\_\_\_ Deck \_\_\_\_\_ Demo \_\_\_\_\_ Other \_\_\_\_\_ If other, describe \_\_\_\_\_  
(Site plan required & size) \_\_\_\_\_
7. Describe in detail work to be done \_\_\_\_\_  
\_\_\_\_\_
8. Size: Length \_\_\_\_\_ Width \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Height \_\_\_\_\_  
If applicable, door height \_\_\_\_\_ sidewall height \_\_\_\_\_
9. Construction materials used: \_\_\_\_\_
10. If sign, contractor or erector \_\_\_\_\_
11. Approximate Start Date \_\_\_\_\_

### Additional Information Requested on Reverse

The following information is required with the application:

- \_\_\_\_\_ Site plan (8 1/2" x 11") drawn to scale showing actual size and shape of parcel and proposed project dimensions
- \_\_\_\_\_ Location of **all** structures and their square footages
- \_\_\_\_\_ Public right-of-ways, sidewalks, curb cuts, driveways, parking, access roads, easements, etc.
- \_\_\_\_\_ Landscaping and screening plans
- \_\_\_\_\_ Drainage plans
- \_\_\_\_\_ Other

Signs Only

- \_\_\_\_\_ **All** existing signs on property and their respective locations with dimensions, setbacks, and height noted (including window signs)
- \_\_\_\_\_ Specifications for proposed sign (s)

Demo Only

- \_\_\_\_\_ If demo for commercial building or residential building owned by anyone other than an individual, must attach 10 Day Notice from MPCA
- \_\_\_\_\_ If demo, must complete Electric Application and Water/Wastewater Application for service disconnection

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 all the provisions of any other state or local law regulating construction. All demolition debris must be contained and disposed of properly. Roadways and gutters must be kept clear of debris.

\_\_\_\_\_  
AUTHORIZED SIGNATURE OF OWNER OR BUILDER

\_\_\_\_\_  
ZONING OFFICER

*This Permit Expires One Year From Date Above*

**FOR OFFICE USE**

Floodplain: \_\_\_\_\_

Shoreland: \_\_\_\_\_

Easements: \_\_\_\_\_

Restrictions: \_\_\_\_\_

\_\_\_\_\_