

## Section 14: Administrative Permits

### SECTION 14:

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**14.01 Purpose.** The purpose of this section is to outline the procedures for the issuance of an administrative permit.

**14.02 Permit Required.** Certain activities, as outlined in this Ordinance, shall require an administrative permit.

**14.03 Application for Permit.** An application for an administrative permit shall be provided to the Zoning Administrator, along with the required information identified in the respective sections, prior to any work commencing.

The application shall be considered as being officially submitted when all the information requirements are complied with. A fee for such application shall be paid to the City at the time the application is submitted based upon the schedule as established by City Council Resolution.

#### **14.04 Review and Approval.**

**Subd. 1** The Zoning Administrator shall review the application and required information to determine conformance with the Comprehensive Plan, Airport Zoning Ordinance, Official Map, and this Ordinance. The Zoning Administrator shall give final approval. In reviewing the application, the Zoning Administrator may request comments from Consultants.

Upon receiving information and reports from the City Staff and other applicable agencies, the Zoning Administrator shall make its determination as to whether, when, and under what conditions such permit shall be granted.

The Zoning Administrator may refer the matter to the Planning Commission, if necessary.

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- Subd. 2.** Unless a request for additional review time is requested by the Zoning Administrator, action on the application shall be made within 60 days.
- Subd. 3.** The City Council shall serve as the Board of Adjustment and Appeals if the application is denied by the Zoning Administrator or Planning Commission.

### 14.05 Conditions of Permit.

- Subd. 1.** The City, as a prerequisite to the granting of a permit, or after a permit has been issued, may require the applicant to whom such permit is issued, or the owner or user of the property, to comply with reasonable conditions necessary to protect the health, safety, and general welfare of the general public.

**14.06 Financial Guarantee.** The City may require either the applicant, owner or user of the property for which an Administrative Permit is issued to post a security in such form and sum as determined by the Zoning Administrator with the recommendation of the City Attorney and City Engineer. The security will provide the City with sufficient security conditioned to pay any expense the City may incur by reason of doing anything required to be done by any applicant to whom a permit is issued.

**14.07 Failure to Comply.** The City may, for failure of any person to comply with any requirement made of them in writing under the provisions of such permit, as promptly as the same can reasonably be done, proceed to cause said requirement to be complied with, and the cost of such work shall be taxed against the property, or the City may, at its option, proceed to collect such costs by an action against the person to whom such permit has been issued, and their superiors if a security exists. In the event that any action requiring an administrative permit is commenced prior to City review and approval, the City may require work stopped and all necessary applications filed and processed. In such cases, application fees shall be double the normal charge.