

For more information, see our website at: [Home | Windemere Township](#)

CHECKLIST

- Completed application form – *Submitted only via mail or email to zoning@windemeretownship.com*
- \$150 Application Fee – *Paid only via the online payments' portal [Fee Schedule | Windemere Township](#)*
- \$1500 Escrow Amount – *Paid only via the online payments' portal [Fee Schedule | Windemere Township](#)*
- Escrow Agreement, See Attachment B
- Legal description of the original parcels and of the resulting parcels
- Survey of the original parcels and the resulting parcels:
 - Existing parcel boundaries
 - Proposed parcel boundaries
 - Lot dimensions of original parcels and resulting parcels
 - Location of all existing rights-of-way, easements, or utilities with document numbers identified
 - Location of existing buildings, septic systems, or other improvements and their distance from proposed property lines

APPLICANT INFORMATION

Name	Phone		
Mailing Address	City	State	ZIP
Email Address			

OWNER INFORMATION (if different from applicant)

Name	Phone		
Mailing Address	City	State	ZIP
Email Address			

EXISTING PARCEL INFORMATION

Site Address or Location	City	State	ZIP
PID:	Section	Twp.	Range
Acres	Existing Land Use	Current Zoning	

Requested Action:

AGREEMENT

I understand that by signing this form, the property in question may be visited by Windemere Township and its agents throughout the application process. I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the Zoning Ordinance and other applicable ordinances.

*Applicant Name	*Applicant Signature	*Date
*Applicant Name	*Applicant Signature	*Date

-FOR OFFICE USE ONLY-

Date Received:

File #:

Note: Owner(s), or their authorized agent are required to attend the Planning Commission meeting to answer questions about the application. Owners and applicants will be notified of the date and time of Planning Commission by Township Staff.

Attachment B
WINDEMERE TOWNSHIP
ESCROW POLICIES AND PROCEDURES

The following items are to be read, and this statement signed before any application is accepted.

It is the policy of the Windemere Town Board that events resulting from planning and zoning and development, to include any right-of-way work, in Windemere Township should not create costs to be borne by the taxpayers. The Town Board has adopted a fee schedule and requires an escrow deposit to cover consultant planning, engineering and legal fees related to each application.

The escrow monies are for, but not limited to, any fees that are incurred by the Towns attorney, planner, or engineer. Please note that the attorney, planner or engineer are not Windemere Township employees, they are contracted consultants. If the fees incurred for these services are more than the escrow amount, that amount will be billed to the applicant. The applicant is responsible for having payment submitted to Windemere Township within 30 days of the billing date.

Any unreimbursed amounts constitute a service charge the Township will certify to the County Auditor for collection on the applicant's property as provided in Minn. Stat. § 366.012.

If the fees incurred are less than the escrow amount, the balance will be returned to the applicant.

By signing this, I agree to pay fees associated with my application and understand the above escrow policies and procedures.

Sign Name

Date

Print Name

Email this signed form to the Windemere Township Zoning Administrator at zoning@windemeretownship.com, along with all other required application documents.