CERTIFICATE OF COMPLIANCE—SIGN PERMIT APPLICATION

Stillwater Township
13636 90th Street North
Stillwater, Minnesota 55082
PHONE: 651/439-4120

ESCROW: $100.00
FEE: $200.00

Receipt No.

Make separate checks for escrow and fee payable to Stillwater Township.

Parcel Identification Number
PIN: ____

Project Address/Location

Owner	Address	City	State	Zip	Phone

Applicant (if different than Owner)	Address	City	State	Zip	Phone

Description of Request: *Include plans/drawings/descriptive information that indicate the proposed size, content and location of the sign and any proposed lighting*

In connection with your request for a Certificate of Compliance, your signature constitutes permission for a representative of Stillwater Township, its employee, or designee, to enter upon your property, during normal business hours, for the purpose of evaluating your request. This may involve minor excavation and soil borings. If you wish to be present during such inspection, please contact this office.

I hereby certify that I have read this application and state that the above information is correct and that I am the owner or the duly authorized agent of the owner. I agree that all work will comply with all ordinances and codes of the Township of Stillwater, the State of Minnesota, and rulings of the Zoning and Building Departments.

I understand that no application shall be considered complete unless accompanied by the fees and escrows identified above, and as required by Township ordinance.

I understand that applicants are required to reimburse the Township for a processing fee (escrow)

to cover all out-of-pocket costs incurred for reviewing and administering the application. Those costs shall include, but are not limited to, parcel searches, publication and mailing of notices, review by the Township's engineering, legal, and planning consultants, other legal costs, and recording fees. An escrow deposit to cover the processing fees will be collected by the Township at the time of application. This amount is an estimate of the typical processing fee required for most applications for this use. The Township may require applicants to increase the amount of the required escrow deposit at any time if the Township's costs are reasonably expected to exceed the minimum amount due to the specific costs related to processing this application. Any balance remaining after the application review is complete will be refunded to the applicant. No interest is paid on escrow deposits.

I understand that the Township's Planner, Engineer, and Attorney do not represent the applicant. The Township's staff may provide a limited amount of general information (up to one hour) to help applicants understand permit forms, required submittals, and the permit process. An applicant should not rely upon the Township's staff to help design the desired project or prepare the necessary submittals. An applicant may need to retain his or her own professional planner, engineer, architect, or attorney to complete the required submittals or assist the applicant during the Township's review process.

I agree to make reimbursement within thirty (30) days of the date of the Township's invoice and notice of costs. In the event I do not reimburse the Township in a prompt manner, the Township may certify the uncollected charges to the County Auditor pursuant to Minn. Stat. 366.012.

Signature	Date
Signature of Applicant (if different than Owner)	Date

For Town Use Only: Date Filed: _____

Fee and Escrow Amounts Paid in Full: ☐ Yes OR ☐ No Total Amount (See Above): _____

Accepted as Complete on: _____ Received By: _____

Approved ☐ Denied ☐ by the Planning Commission on _____

Approved ☐ Denied ☐ by the Town Board on _____