



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
411 West First Street  
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

**Check One Box**

- ☐ Accessory Home Share-**\$289.36**
- ☐ Accessory Vacation Dwelling Unit, Limited -**\$289.36**
- ☐ Appeal to Planning Com. - **\$475**
- ☐ Concurrent Use of Streets - **\$923**
- ☐ District Plan - **\$1,325**
- ☐ EAW or EIS- **\$3,308**, plus any applicable professional fees
- ☐ Historic  
☐ Construction/Demolition - **\$68**  
☐ Resource Designation - **\$120**
- ☐ Interim Use Permit **\$1,854**
- ☐ Planning Review - **\$1,237**
- ☐ Sidewalk Use Permit  
☐ New Permit- **\$135**  
☐ Renewal Permit - **\$81**
- ☐ Special Use Permit, General - **\$1,860**
- ☐ Special Use Permit, Wireless Telecommunications\*  
☐ Modifying or Co-locating – **\$3,308**  
☐ New Facility or Tower – **\$6,622**  
☐ Escrow Deposit - **\$11,257**
- ☐ Subdivision Plat Approval or Amendment:  
☐ Concept Plan - **\$216**  
☐ Preliminary Plat - **\$1,318**  
☐ Final Plat- **\$993**  
☐ Minor Subdivision-**\$495**  
☐ Plat Amendment or Boundary Line Adjustment - **\$331**  
☐ Registered Land Survey-**\$993**
- ☐ Temporary Use Permit - **\$338**
- ☐ UDC Zoning Map Amendment/Rezoning  
☐ General - **\$1,057**  
☐ MU-P or R-P **\$2,986**
- ☐ Vacation of Street or Utility Easement - **\$1,048**
- ☐ Variance - **\$990**
- ☐ Wetland,  
☐ De Minimus, Delineation, or No Loss- **\$263**  
☐ Exemption-**\$306**  
☐ Replacement Plan - **\$986**
- ☐ Zoning Verification Letter-**\$111**

## 2024 APPLICATION COVER SHEET

### CONTACT INFORMATION:

Applicant/Owner \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owner's Agent (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### APPLICATION INFORMATION:

Street Address and Zoning of Property \_\_\_\_\_

Parcel ID Number \_\_\_\_\_

Reason for this Request (*Attach Additional Pages or Cover Letter if Necessary*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

The undersigned hereby represents upon all of the penalties of law for the purpose of inducing the City of Duluth to take the action herein requested, that all statements herein and attached are true and that all work herein mentioned will be done in accordance with the Ordinances of the City of Duluth and the laws of the State of Minnesota. Undersigned also understands that all documents provided to the City may be considered public data, per Minnesota Government Data Practices Act.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Reminder:** include application checklist and all supporting information, including pre-application verification (if applicable). Submit completed information to Room 100, Construction Services and Inspections.

\*Special Use Permit Checklist required to be submitted with this application coversheet.

## **\*Application Instructions\***

**Mail:** Send to Construction Services & Inspections, 411 W 1<sup>st</sup> Street Room 100, Duluth MN 55802. Please include the complete application including payment. Please do not mail to individual staff members.

**Drop off Option 1:** Bring application and payment to Construction Services & Inspections in Room 100 in City Hall between 8:30 am and 4:00 pm. With this method, you can also use a credit card for payment.

**Drop off Option 2:** Leave your application in the secure Drop Box in Priley Drive adjacent to the entrance steps to City Hall. Follow the one-way route through the circle and the Drop Box will be on your left



**To email:** Send application files (word, pdf, and jpg files accepted) to [planning@duluthmn.gov](mailto:planning@duluthmn.gov) **ONLY**. Mail or deliver the fee using the instructions above, and make sure to include the hard copy of your Application Cover Sheet so we know which application your check belongs to. Note that fence and sign permit applications can also submit payment electronically; if you are interested in this option for sign and fence permits only, indicate this on your application and a staff person will email you with instructions for payment.