



**ADMINISTRATIVE PERMIT APPLICATION CHECKLIST**

- **ESSENTIAL SERVICES** (Less than 33KV)  
(Section 2100.0 of Zoning Ordinance)

A checklist of background information and submission requirements for processing an essential services permit is provided below. Should there be an item which is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission.

The City Staff will also utilize the attached form as a checklist in the review of information which you submit. The decision on whether a request will be granted rests with the Albertville City Council. Please read all applicable ordinances and the attached checklist thoroughly. The Albertville City Code and Zoning Ordinance can be found online at the City’s website at [www.albertvillemn.gov](http://www.albertvillemn.gov).

<b>PROCEDURES</b>		<b>Compliance</b>	
		<b>YES</b>	<b>NO</b>
1.	Review the appropriate section of the City Zoning Ordinance. ▪ Essential Services (Section 2100.0 of Zoning Ordinance)		
2.	Meet with City Staff/Planner to discuss proposal. DATE:		
3.	Application filed concurrently with application fee and escrow. DATE:		
<b>SUBMITTAL REQUIREMENTS</b>			
1.	Proof of title and the legal description of the property for which the application is requested.		
2.	Letter of rationale explaining why the request should be approved (see Zoning Request Application)		
3.	Requirements of all proposed underground telephone lines, pipelines for local distribution, underground transmission lines, and overhead electric transmission lines less than 33KV, which are extended to serve more than one parcel and are proposed to be installed at locations other than in public right-of-way, shall include the following:		
a.	Submission of maps and other pertinent information as deemed necessary by the City Engineer to review the proposed project.		
b.	Submission of the City Engineer’s comments and approval regarding the project’s relationship to the Comprehensive Plan and parts thereof and/or City Code provisions.		

Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for an application to be determined incomplete.