



**ADMINISTRATIVE PERMIT APPLICATION CHECKLIST**

- **LANDFILL / EXCAVATION / GRADING**  
(Section 1800 or 1900 of Zoning Ordinance)

A checklist of background information and submission requirements for processing a landfill, excavation, or grading 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. ▪ Landfill/Excavation/Grading (Section 1800 or 1900 of Zoning Ordinance)		
2.	Meet with City Staff/Planner to discuss proposal. DATE:		
3.	Application filed concurrently with application fee and escrow. DATE:		
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<b>SUBMITTAL REQUIREMENTS</b>			
1.	Proof of title and the legal description of the property for which the application is requested.		
2.	Application shall include:		
a.	The purpose of the landfill, excavation, or grading.		
b.	A description of the type and amount of material to be brought to the site or excavated from or graded on the premises.		
c.	The highway, street or streets, or other public ways in the City upon and along which any material is to be hauled or carried.		
d.	An estimate of the time required to complete the landfill or excavation or grading.		
e.	A site plan showing present topography and also including boundary lines for all properties, watercourses, wetlands and other significant features within three hundred fifty (350) feet.		
f.	A site plan showing the proposed finished grade and landscape plan. Erosion control measures shall be provided on such plan. Final grade shall not adversely affect the surrounding land or other development of the site on which the excavation is being conducted. Topsoil shall be of a quality capable of establishing normal vegetative growth.		
g.	A plan and/or statement demonstrating the proposed activity will in no way jeopardize the public health, safety, and welfare or is appropriately fenced to provide adequate protection.		
h.	A statement that the applicant will comply with all conditions prescribed by the City or its officers or agents.		

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.