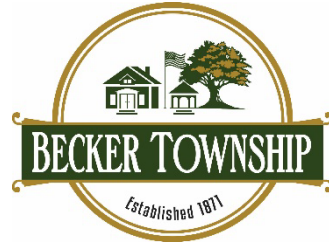


# Boundary Adjustment Application

Becker Township  
PO Box 248  
Becker, MN 55308

www.beckertownship.org  
763-261-5301



Drop completed applications and fees off at Becker Town Hall. 12165 Hancock Street, Becker, MN.  
Hours: M/T/W/F 8 am – 5 pm. Closed Thursdays and Federal Holidays

For office use only	
Fee(s) Received	Date Received:
<input type="checkbox"/> Cash	Amount Received
<input type="checkbox"/> Check # _____	
<input type="checkbox"/> Credit Card Name on Card	

**Fee – \$500 + \$3,000 Escrow**

**APPLICANT** \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**FEE OWNER** (parcel owner) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER (PIN) \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

\_\_\_\_\_

**SURVEYOR** \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_

NATURE OF REQUESTED USE: \_\_\_\_\_

## PROCEDURE FOR SUBDIVISION APPROVAL

Submit 1 paper copy (minimum 11"x17") and one (1) electronic copy of a current Certificate of Survey prepared and signed by a Minnesota registered land surveyor. The survey shall include the following information: legal description of each parcel, parcel area, easements of record, site improvements including buildings, free standing signs and paved areas, and distances from buildings to ownership and property lines.

All setbacks and yard and density requirements and building codes shall be met.

**Review of Certificate of Survey:** The Administrative Official shall within ten (10) days review the Certificate of Survey to determine if they are in compliance with the provisions of the Township's Ordinances. If the Certificate of Survey is determined to be incomplete or not in compliance with the provisions of the Ordinance, then the Administrative Official shall so notify the applicant within ten (10) days.

**Action on Certificate of Survey:** If the Certificate of Survey is determined to be complete and in compliance with the provisions of the Becker Joint Planning Board Ordinance, then it shall be reviewed by the Town Planning Commission followed by a review for approval by the Joint Planning Commission.

**Recording of Certificate of Survey:** The Certificate of Survey shall be recorded with the Sherburne County.

**→The applicant shall be responsible for filing the Certificate of Survey with the County Recorder's office and provide a copy of the recorded Certificate of Survey to the Township Administrative Official.**

### APPLICATION FEES

### \$500 fee and \$3,000 escrow

Fees	Escrow
The application fees pay for administrative staff time related to the assembly and distribution of the application materials, administration of internal and public meetings, publication of the public hearing notice in The Patriot, and for postage to mail the required notices to adjacent properties. These fees do not include professional staff review time, recording fees, or additional fees that may occur.	The escrow is used to pay consultants for review of land use cases, hours applied to an application by professional staff, as well as recording and additional fees, where required. Staff hours may include time spent on review, site visits, documentation, presentations, meetings, and all inspections.  If the escrow is used in its entirety, the responsible party indicated in Billing Information will be billed monthly for additional services (see Agreement to Pay Costs of Review). Remaining balances will be refunded to the party that posted the escrow.

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**AGREEMENT TO PAY COSTS OF REVIEW - REQUIRED**

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It is the policy of Becker Township to require the party indicated in Billing Information to reimburse the township for costs incurred by the township in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the township. These costs include all of the township's out-of-pocket costs for expenses, including the township's costs for review of the application by the township's engineer, planning staff, township attorney, or other consultants; recording fees, and necessary publication costs excluding public hearing notices. Additionally, these costs do include actual time spent by professional staff on a particular application.

If payment is not received with the application, the township may return the application for failure to comply with the requirements for processing the application or may suspend the application review process.

The township will invoice the party indicated in Billing Information for costs incurred after the escrow is depleted, and payment will be due within thirty (30) days.

Payment for costs will be required whether the application is granted or denied and unpaid fees may be assessed to property taxes, with penalty.

The undersigned has received the above policy regarding the payment of costs of review, understands that reimbursement to the township of costs incurred in reviewing the application will be required as set forth in the policy, agrees to reimburse the township as required in the policy, and make payment when billed by the township.

Is the billing information same as property owner?  Yes, skip billing & continue.  
 No, complete billing information below.

<b>BILLING INFORMATION</b>	
Name	Email Address
Mailing Address	
City	State/Zip Code
Daytime Phone	Cell Phone

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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I HEREBY CERTIFY that I have no delinquent property taxes special assessments, penalties, or interest due on the parcel to which the application relates. I am also aware that the property taxes which are being paid under the provisions of a court order or which are in the process of being appealed are not considered delinquent for the purposes of this law if all payments under the terms of the order or appeal have been paid.

I FURTHER CERTIFY that if I am in violation of this requirement, the Town of Becker may deny the permit application by law.

I HEREBY STATE that all of the information stated in this application is true and accurate to the best of my knowledge.

We, the undersigned, have read and understand the above.

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Signature of Applicant

Date

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Signature of Owner (s)

Date