

CITY OF MANTORVILLE
Application for a Relocation Permit
CUP Required

Fee: \$100

1. Applicant: _____
2. Address: _____
3. Phone: _____ Email Address: _____
4. Site Address: _____
5. Site Legal Description: _____
6. Parcel #: _____
7. Approximate Start Date: _____ Approximate Completion Date: _____
8. Circle Type of Relocation: *House* *Garage* *Shed* *Other*
9. Is the property located in the Historic District? Yes No
 - a) Is the property listed on the National Registry of Historic Places? Yes No
 - b) Is the property classified as Contributing? Yes No
 - c) If yes to a and b, an EAW (Environmental Assessment Worksheet) shall be required. Attach the completed and approved EAW.
10. Site Address of new location: _____
11. Future Plan for site: _____

13. Will utilities be used for a new structure? Yes No

List Utilities to be connected to structure: _____
14. Pre-inspection completed and report is attached: Yes No

Moving Contractor Information

Contractor Name: _____

Contractor Address: _____

Contractor License #: _____ Phone Number: _____

- Attach a copy of the moving contractor's license
- Attach a copy of the Certificate of Insurance listing the City as additional insured and showing Insurance company name, contact number, policy number and covered period.

I hereby declare that I am the owner or representative of the above described property. I understand the foundation shall be fenced or secured in some other manner within two (2) hours after the building is removed to prevent access particularly by children, to the open foundation. I understand the foundation shall be removed within seven (7) days after the building is removed and the cavity filled with the appropriate earth materials and graded level with the adjacent area. I agree that all materials, including footings and basement floor slab (IBC Sec 3303) shall be removed from the site and will be taken to a State approved demolition dumpsite. The City will be notified for water shut-off and removal of the water meter. The water line shall be removed up to the property shut off (IBC Sec 3303). If sewer services will not be needed, the owner will be responsible for capping the sewer. The owner is responsible for contacting the natural gas and electric companies and other utilities to have their lines removed from the property.

I hereby apply for a relocation permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Mantorville and the Minnesota Building Code. All the information on this permit is true and a correct statement of my intentions. **I understand this is not a permit but only an application for a permit and work is not to start without a permit.**

Date

Signature of Applicant/s

For Office Use Only

TO BE COMPLETED BY THE CITY OF MANTORVILLE, PRIOR TO ISSUANCE OF PERMIT.

- _____ Water line removed to property shut-off
- _____ Sewer line removed and capped at property shut-off
- _____ Water meter returned to the City
- _____ MRA Recommendation attached (if required)
- _____ Conditional Use Permit Attached (required)
- _____ Moving Contractor's License copy attached.
- _____ Moving Contractor's Certificate of Insurance attached.
- _____ Pre-inspection Complete and Report Attached

Staff Signature for Approval

Date

Fee Paid \$ _____

Date: _____