



**ADMINISTRATIVE  
PERMIT**

City of Winsted  
201 1<sup>st</sup> St. N.  
P.O. Box 126  
Winsted, MN 55395  
Phone: (320) 485-2366  
[www.winsted.mn.us](http://www.winsted.mn.us)

*The purpose of an Administrative Permit is to establish regulations and procedures for the processing and consideration of activities allowed by administrative permit (also referred to as a zoning permit), and of matters requiring the approval of the City Administrator or designee with the goal of protecting the health, safety, and general welfare of the public.*

Application Date: \_\_\_\_\_

Fee: **\$75.00**

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Other #: \_\_\_\_\_

Legal description of property: \_\_\_\_\_

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Statement describing the proposed use, event or activity, including the purpose, type of merchandise involved, dates and times of operation, number of employees involved, provisions for on-site security, provisions for on-site parking, and other pertinent information to fully evaluate the application:

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**REQUIRED SUBMISSION MATERIALS:**

- 1) Approved Site Plan for the property or “as-built” survey
- 2) Accurate Floor Plan
- 3) Information identified in section 1501.017 of the Winsted Zoning Ordinance as may be applicable
- 4) Fee

**I UNDERSTAND AND AGREE TO THE CONDITIONS AND PROCESS SET FORTH FOR AN ADMINISTRATIVE PERMIT WITHIN THE WINSTED MUNICIPAL CODE. I FUTHER ACKNOWLEDGE THAT MY APPLICATION FEE IS NON-REFUNDABLE.**

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Applicant Date

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City Administrator Date

**PROCESS**

- A) The City Administrator or designee shall review the application and related materials and shall determine whether the proposal is in compliance with all applicable evaluation criteria, codes, ordinances, and applicable performance standards. The City Administrator or designee shall notify the applicant, in writing of an incomplete application within ten (10) days of the date of submission
- B) The City Administrator or designee shall make a determination on approval or denial of the administrative permit within sixty (60) days from the date of submission of a complete application.
- C) A written permit shall be issued to the applicant when a determination of compliance has been made. Specific conditions to assure compliance with applicable evaluation criteria, codes, Ordinances, and standards shall be attached to the permit.
- D) Determination of noncompliance with applicable codes, Ordinances, and the standards shall be communicated to the applicant in writing and the application for the permit shall be considered denied.