



**Environmental & Economic  
Development Department**  
1902 County Road B East  
Maplewood, MN 55109  
(651) 249-2300 (651) 249-2319 fax  
www.MaplewoodMN.gov

**Fee: \$925**

## BUILDING RELOCATION APPLICATION

Address of site:

---

Applicant:	
Contact person:	
Address:	Zip:
Telephone (work):	(home):
Email address:	
Interest in property:	

Property owner(s) of record:	
Address:	Zip:
Telephone (work):	(home):
Email address:	

Legal description of site:
----------------------------

Present location of building:
-------------------------------

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature

Date

Owner Signature (if different from applicant)

Date

### OFFICE USE ONLY

Date Received \_\_\_\_\_

By \_\_\_\_\_

Receipt # \_\_\_\_\_

Revised 07/2016

## **FILING REQUIREMENTS**

You must provide all of the following items with your application:

- A statement describing the intended use of the property and why the City should approve your request. This statement also shall discuss the impact the proposed change would have on the utility (sewer and water) systems.
- Photographs showing all four sides of the building.
- Proposed route of travel through Maplewood.
- A dimensioned site plan showing the proposed placement of the structure and all existing easements on the new site. At least one copy of the plan must be 8 ½" x 11".
- Application fee of \$925. **This fee is nonrefundable.** Make your check out to the City of Maplewood.
- A cash escrow deposit of \$100. The City will use this money to defray the costs incurred in inspecting the building and property. The City will charge you \$50 for each hour of inspector's time. The City will pay back any of the money not used.
- The City Council must make the following findings to approve your application. **Include a separate statement showing how you would meet these findings:**
  - The proposed building would be compatible with those in the neighborhood where you are moving the house. The City Council will base their decision on the building's siding, height, mass, age and style of construction compared to the average buildings in the neighborhood.
  - That you can meet all City Code requirements.
  - That water runoff from the site will not cause an adverse effect on surrounding properties.
  - Public streets can be protected from damage.
  - The proposed move would not degrade the public health, safety or welfare.

## **NOTES**

- Contact the Building Department for building permit fees. Contact the Engineering Department for sewer availability charges, water availability charges, park availability charges, pending, levied or deferred assessments, and cash connection charges.
- Try to discuss your proposal with adjacent property owners before you make a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
- Approval of the house relocation by the City Council does not give you approval of a building permit.

## **PROCEDURE**

- Return this application to: Environmental and Economic Development Department  
1902 County Road B East  
Maplewood, MN 55109
- The EEDD Director will schedule a public hearing with the City Council. The Director will mail a notice to you and to each of the property owners within 500 feet of the property (to which the building is being relocated).
- The City Council will make its decision.
- The City will notify you of all meetings.