

**MUNSON TOWNSHIP  
PLANNING AND ZONING APPLICATION  
AND ADMINISTRATIVE FEE AGREEMENT**

PO Box 505  
23857 County Road 23  
Richmond, Mn 56368

**THIS AGREEMENT MUST BE SIGNED AND SUBMITTED WITH ALL ZONING RELATED APPLICATION. ANY APPLICATION SUBMITTED WITHOUT A SIGNED COPY OF THIS AGREEMENT IS NOT COMPLETED AND SHALL BE REJECTED.**

Munson Township requires anyone submitting an application under its Zoning Ordinance to pay an application fee and deposit with the Township and administrative fee. The amount of the application fee and administrative fee deposit is determined by the Township Board and is set out in the Township's current fee schedule which can be obtained by Section 4.6 of the Munson Zoning Ordinance.

The application fee is intended to reimburse the Township for the cost associated with the internal processing of the application. The administrative fee deposit is used to reimburse the Township for other costs it may incur released to reviewing and acting on the application. These costs may include, but are not limited to, legal, engineering, planning and inspection fees.

Applicants are required to pay all costs and expenses the Township incurs related to the application regardless of whether this application is withdrawn, approved, or denied. The Township will deduct its cost and expenses from the administrative fee deposit.

If at any point during the process the Township determines the deposited amount will not be sufficient to fully reimburse the Township it may require the applicant to deposit additional funds. If the supplemental deposit is not provided within a reasonable time after the Township's request, the Township may suspend processing the application or deny it. Any deposited amounts in excess of the Township's actual costs and expenses shall be refunded to the applicant.

By signing this Agreement, you are indicating you understand and agree to pay the applicable fees and fully reimburse the Township for its costs and expenses associated with your application.

Applicant: \_\_\_\_\_

Dated: \_\_\_\_\_

Return this signed form with our application to the Township Zoning Administrator. Refer to Section 4.6 of the Munson Zoning Ordinance for additional information regarding fees.