



**MANDATORY REFERRAL INTAKE QUESTIONNAIRE**

**APPLICANT NAME:**

**ADDRESS:**

**Phone:**

**Email:**

IS THE APPLICANT: PUBLIC AGENCY

PRIVATE ENTITY

**APPLICANT REPRESENTATIVE NAME:**

**ADDRESS:**

**Phone:**

**Email:**

**IF THE APPLICANT IS A PUBLIC AGENCY, PLEASE CHECK APPROPRIATE BOX**

MUNICIPAL

COUNTY

STATE

FEDERAL AGENCY

**IF THE APPLICANT IS A PRIVATE ENTITY, WILL THE PROJECT REQUIRE PUBLIC AGENCY APPROVAL OR AUTHORIZATION?** YES  NO

WHICH PUBLIC AGENCY MUST APPROVE OR AUTHORIZE THE PROJECT?

**PROJECT DESCRIPTION**

**PROJECT NAME:**

**PROPERTY ADDRESS:**

**ZONING DISTRICT:**

**TAX ACCOUNT #**

**LOT SIZE:**

**PROPERTY OWNER NAME:**

**Phone:**

**Email:**

**ADDRESS:**

**SUBJECT PROPERTY IS:** PUBLICLY OWNED

PRIVATELY OWNED

**ATTACH A PROJECT DESCRIPTION TO THIS QUESTIONNAIRE.** PLEASE INCLUDE A DETAILED DESCRIPTION OF THE USES AND OPERATIONS TO BE CONDUCTED ON THE PROPERTY, THE NUMBER AND TYPE OF STRUCTURES, AND THE APPROXIMATE HEIGHT AND SQUARE FOOTAGE OF EACH STRUCTURE.

**APPLICANTS DO NOT WRITE IN THIS SPACE—M-NCPPC use only:**

**This part for Legal Department Use:**

Date Request Sent to Legal:

Determination: Entitlement Process

Exempt

Mandatory Referral Process

Is this application subject to the Zoning Ordinance Yes  No

Comments:

Is this application subject to the Subdivision Ordinance Yes  No

Comments:

Is this application subject to the Woodland Conservation Ordinance Yes  No

Comments:

Signed: \_\_\_\_\_

Date Signed:

Countywide Planning Division has reviewed this application and concurs with Legal Department's determination Yes  No

Comments:

Signed: \_\_\_\_\_

Date Signed:

**Please forward to the Planning Director for Determination of Review**

Date request sent to the Planning Director:

Determination: Administrative Review

Full Planning Board Review:

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

Date Signed:

Please submit completed form to:

M-NCPPC Countywide Planning Division; Special Projects Section  
[mandatoryreferralapplications@ppd.mncppc.org](mailto:mandatoryreferralapplications@ppd.mncppc.org)