



DEVELOPMENT APPLICATION

Date Filed:

Received By:

Escrow

Date Completed:

Base Fee:

Instructions: Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the City Administrator, and prior to acceptance of required processing fees and escrows.

Property Information:

Property Identification Number (PID#)/Zoning District

Street Address

Applicant Information:

Name:

Address:

Telephone:

Business Name:

City/State/Zip:

Email:

Request:

Comprehensive Plan Amendment	_____	Site and Building Plan Review	_____
Ordinance Amendment (text or map)	_____	Subdivision Sketch Review	_____
Conditional or Interim Use Permit	_____	Preliminary Plat	_____
Administrative Permit	_____	Final Plat	_____
Variance /Appeal	_____	Minor Subdivision	_____
PUD (concept plan/development plan)	_____	Curb/sidewalk Construction	_____
Fence Construction	_____	Construction, placement (ROW)	_____
Other: _____	_____	Sign Construction/Placement	_____

Description of Request:

Please attach any additional information pertaining to the above requests.

APPLICATION FEES AND EXPENSES: The undersigned agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are responsibility of the applicant and property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statues 429.81. All fees and expenses are due whether the application is approved or denied.

Applicant: _____ Date: _____

Property Owner _____ Date: _____

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements and are complete to the best of my knowledge.

I understand that this application will be processed accordance with established City review procedures and Minnesota Statues 15.99 at such time as it is determined to be complete. Pursuant to Minnesota 15.99, the City will notify the applicant within fifteen (15) days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: _____ Date: _____

Property Owner _____ Date: _____

For Office Use only:

Proposed Planning Commission Date: _____ Proposed Council Date: _____

Approval: Planning Commission Approval Date: _____ City Council Approval Date: _____