



Date Filled: _____
 Date Complete: _____
 Received By: _____
 Base Fee: _____ Escrow: _____

DEVELOPMENT APPLICATION

Instructions: Please read carefully and answer all questions thoroughly as only complete applications will be accepted after validation by the Zoning Administrator together with required processing fees and escrows.

Property Information

Property Identification Number (PID#): _____
 Street Address: _____
 Legal Description (Attach if necessary): _____

Applicant Information

Name: _____ Business Name: _____
 Address: _____
 City: _____ State: _____ Zip Code : _____
 Telephone: _____ Fax: _____ e-mail: _____

Property Owner Information (If other than applicant):

Name: _____ Business Name: _____
 Address: _____
 City: _____ State: _____ Zip Code : _____
 Telephone: _____ Fax: _____ e-mail: _____

Request

Comprehensive Plan Amendment	_____	Site and Building Plan Review	_____
Ordinance Amendment (text or map)	_____	Sketch or Concept Plan Review	_____
Conditional or Interim Use Permit	_____	Preliminary Plat	_____
Administrative Permit	_____	Final Plat	_____
Variance / Appeal	_____	Minor Subdivision	_____
PUD (concept plan / development plan)	_____	Other: _____	_____

Description of Request (attach additional sheets as necessary)

Existing Use of Property: _____

Nature of Proposed Use: _____

Reason(s) to Approve Request: _____

Please describe any previous applications pertaining to the subject site:

Project Name: _____ Date of Application: _____

Nature of Request : _____

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 the 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 Statutes 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 in accordance with established City review procedures and Minnesota Statutes 15.99 at such time as it is determined to be complete. Pursuant to Minnesota Statutes 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: _____