



Planning & Zoning Department

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Application for Planning Consideration

Type of Request

- Comprehensive Plan Amendment
- Concept Plan Review
- Conditional Use Permit
- Plat Subdivision
 - Preliminary Plat
 - Final Plat
- Interim Use Permit
- Planned Unit Development
- Rezoning
- Minor Subdivision
 - Lot Subdivision
 - Lot Combination
 - Lot Line Rearrangement
- Site and Building Plan Review
- Variance
 - Subdivision Regulations
 - Zoning

Note: All application submittals require a pre-application meeting with the City Administrator and/or Planner.

Current Zoning Classification (circle):
 AG, R-1, R-2, R-3, R-4, R-5, R-6, R-7, C-1, C-2, C-3, I-1

Date Received: _____
 Case No: _____
 Base Fee: _____
 Escrow Amt: _____ Pd. _____
 Date Filed: _____

Staff Meeting Date:	_____
Project Plans Due Date:	_____
Planning Commission Date:	_____
City Council Date:	_____

Address of Subject Property: _____

Name of Business: _____

Legal Description of Property (attach additional sheet if necessary):

Lot: _____ Block: _____
 Plat#: _____ PID#: _____
 Subdivision: _____

Owner:

Name. _____
 Address. _____
 City. _____ State. _____ Zip. _____
 Telephone (Home). _____
 (Business) _____
 (Fax) _____

Applicant (If other than the owner):

Name. _____
 Address. _____
 City. _____ State. _____ Zip. _____
 Telephone (Home). _____
 (Business) _____
 (Fax) _____

Description of Request: _____

Effects of Proposed Use: List impacts the proposed use will have on property in the vicinity, including, but not limited to traffic, noise, light, smoke/odor, parking, and describe the steps taken to mitigate or eliminate impacts: _____

Reason Why Request Should Be Granted:

Existing Use of the Property/Nature of Facility or Business: _____

If a request for planning/zoning action on the subject site or any part thereof has been previously sought, please describe it below:

What? _____

When? _____

Project Name, if applicable: _____

Checklist:

Please review the checklist for the type of application you are applying for. Minnesota State Statute provides 15 days to determine the application's completeness. Completeness depends on whether or not the checklist items are fulfilled.

Review Timeline: All applications must be received at least 30 days before the next Planning Commission to be considered for formal review. Applications must be complete before being formally reviewed.

Fee Statement and Responsibilities:

I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with City Ordinance and Policy Requirements and are complete and accurate to the best of my knowledge.

I understand that the application will be processed for the next available meeting agenda after review of the information submitted to determine if any other data is needed and after completion of a staff report.

I understand that all City incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and should be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible for the unpaid fee balance either by direct payment or a special assessment against the property. By signing this form, the applicant is solely responsible for any and all fees associated with the land use application from the plan review stage to the construction monitoring stage through to the release of any financial guarantee for an approved project. If a project is denied by the City Council, the fees associated for the project until such denial, remain the applicant's responsibility. If the property fee owner is not the applicant, the applicant must provide written authorization by the owner to make application.

I UNDERSTAND THE FEE STATEMENT AND RESPONSIBILITIES ASSOCIATED WITH THIS LAND USE APPLICATION:

Signature(s) of Owner(s):

Date: _____

Signature of Applicant(s):

Date: _____

City Planning Application Fees and other related fees

Comprehensive Plan Amendment	\$100 per application
Concept Plan Review	\$100 per application
Conditional Use Permit CUP Monitoring	\$100 per application + \$46 County recording fee \$35 per inspection
Platting (Preliminary and Final)*	\$100 plus \$5 per lot over 2 lots
Interim Use Permit IUP Monitoring	\$100 per application \$35 per inspection
Planned Unit Development*	
Rezoning Amendment	\$100 per application
Simple (Minor) Subdivision	\$100 per application
Site and Building Plan Review*	\$100 or actual cost
Vacation	\$100 per application
Variance	\$100 per application + \$46 County recording fee

* Developer shall be responsible for all escrow fees (landscape, hook-up, etc) and for the fees incurred to produce the Developer's Agreement.

Approved ___ **Denied** ___ **by the Planning Commission on:** **Date:** _____
Approved ___ **Denied** ___ **by the City Council on:** **Date:** _____

Distribution		
City Planner: _____	Building/Zoning Official: _____	Fire Dept.: _____
City Engineer: _____	Public Work/Parks: _____	Police Dept: _____

Transfer of Application and Fee Obligation

I, _____(existing applicant), and _____(existing land owner if different) hereby recognize the transfer of this land use application, fees and associated deadlines with said application to the following: _____(new applicant).

New Applicant Information:

Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Email: _____

I UNDERSTAND THE FEE STATEMENT AND RESPONSIBILITIES ASSOCIATED WITH THE LAND USE APPLICATION:

Previous Applicant Signature: _____

New Applicant Signature: _____

Date: _____