

Dear Land Use Applicant:

As a part of the Land Use Permit you are seeking, you will be asked to provide funds to cover the City's expected costs of review and processing of your request. There are two components to this amount.

The first is a base fee, which is a non-refundable amount. This fee covers several expenses, including:

- The City's costs of internal review of your application for completeness;
- Ensuring that all required materials are available to properly process your request;
- Public hearing notices which must be published in the City's official newspaper (the Star Tribune);
- Mailed notice to all neighboring property owners within 350 feet of your property;
- This base fee also covers a portion of the City's costs in preparing staff reviews and reports to the appropriate public officials who will consider and ultimately make a decision on your request. For most applications, this includes the Planning Commission, which prepares an advisory recommendation following a formal public hearing on the matter, and the City Council, which makes the final decision. Other public bodies may be involved as well, depending on the exact nature of your request.

The second component of the funds is an escrow amount, above the base fee. While the base fee covers most of the fixed expenses, it is common that staff and consultant review will exceed the base fee. To ensure that the costs of extraordinary review are not borne by neighbors, the City requires the escrow from which to draw those costs.

You can minimize the amounts necessary to review your application by making sure it is complete and clear. Properly drawn plans and thorough narrative descriptions all help to streamline the City's processing, which leads directly to lower costs.

Following the final decision on your application by the City Council, staff will account for costs and review the escrow. If any funds remain, those will be refunded to you. It typically takes a couple of months to assemble final invoices before the City's finance department can reconcile the account. The staff works diligently to finalize accounts as soon as possible, so please be patient. If you are curious as to the status of your escrow, feel free to contact City Hall.

Before you begin this process, please consider a pre-application conference (by phone, email, or in person) with City community development staff. We are ready to assist in helping you understand the complexities of the review process, and the standards on which a potential application will be considered. We can also advise you on the materials that will help ensure you have a complete and clear application.

City of St. Anthony City Hall 612-782-3301

Thanks for your interest in improving your property and reinvesting in the St. Anthony Village community.



3301 Silver Lake Road  
 St. Anthony Village, Minnesota 55418  
 Office: (612) 782-3301  
 Fax: (612) 782-3302  
 www.savmn.com

-For Office Use Only-	
Planning File Number	_____
Project Number	_____
Application Submittal Date	_____
Application Completed Date	_____
Fee Paid	_____
Receipt Number	_____
Planning Commission Meeting Date	_____
Council Decision	_____
Council Decision Date	_____

## LAND USE APPLICATION

Address of Property Involved: \_\_\_\_\_  
 Property ID Number: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 \_\_\_\_\_

**Applicant Information**

Applicant Name: \_\_\_\_\_  
 Applicant Address: \_\_\_\_\_  
 Applicant Telephone Number: \_\_\_\_\_ Other: \_\_\_\_\_  
 Applicant Fax Number \_\_\_\_\_  
 Applicant Email Address: \_\_\_\_\_

**Property Information**

Property Owner (if different from above): \_\_\_\_\_  
 Owner Address: \_\_\_\_\_  
 Owner Telephone Number: \_\_\_\_\_  
 Owner Email Address: \_\_\_\_\_

**Type of Request (Check All that Apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Appeal</b> (\$100 fee)  | <input type="checkbox"/> <b>Minor Subdivision/Lot Split</b> (\$250 fee + \$1,250 escrow)                                  |
| <input type="checkbox"/> <b>Comprehensive Plan Amendment</b> (\$750 fee + \$1,500 escrow if residential; \$3,500 escrow if commercial/industrial) | <input type="checkbox"/> <b>Planned Unit Development (PUD)</b> (\$1,500 fee + \$2,500 escrow)                             |
| <input type="checkbox"/> <b>Conditional Use Permit (CUP)</b> (\$1,000 fee+ \$450 escrow if residential; \$850 escrow if commercial/industrial)    | <input type="checkbox"/> <b>Rezoning</b> (\$750 fee + \$750 escrow)   |
| <input type="checkbox"/> <b>Easement Vacation</b> (\$200 fee + \$500 escrow)  | <input type="checkbox"/> <b>Zoning Text Amendment</b> (\$500 fee + \$750 escrow)  |
| <input type="checkbox"/> <b>Preliminary Plat</b> (\$500 fee + \$500 escrow)   | <input type="checkbox"/> <b>Site Plan</b> (\$250 fee + \$450 escrow)  |
| <input type="checkbox"/> <b>Final Plat</b> (\$500 fee + \$500 escrow)   | <input type="checkbox"/> <b>Variance</b> (\$750 fee + \$450 escrow if residential; \$850 escrow if commercial/industrial) |

Description of the Request (OR a separate detailed narrative explaining the project):

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**Filing and Information Requirements**

The City recommends that you contact the planner prior to submission to discuss the application process, requirements, and deadlines.

**Incomplete Applications and Submission Deadline**

A complete land use application (including all required fees and escrows) must be received at least 30 days prior to the meeting of the Planning Commission or City Council meeting at which the request will be heard. Submission of an incomplete application may delay the processing of your land use request. The application approval time commences and an application is considered officially filed when the City Planner has received and examined the application and determined that the application is complete. A decision on whether the application is complete or incomplete shall be made within fifteen (15) working days following the submittal of the application. When the application is deemed to be “complete” it shall be placed on the agenda of the first possible Planning Commission meeting provided that all required public notices have been sent and published. Upon submission of a complete application, state statute requires that a decision be issued within 60 days regarding each request; however, a 60-day extension may be obtained if more time is needed.

**Notice of Meeting Attendance**

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda.

**Agenda Deadline and Meeting Schedule**

Planning Commission meetings are typically held on the third Tuesday of every month at 7:00 p.m., while City Council meetings are held typically the second and fourth Tuesday of every month at 7:00 p.m. Meeting dates and times are subject to change so please contact City Hall to verify the meeting date and time. All meetings are held at the St. Anthony Community Center in the Council Chambers, 3301 Silver Lake Road, St. Anthony, Minnesota 55418, unless otherwise stated. Applications are advised that additional meetings and/or workshops are scheduled when necessary.

**Acknowledgement and Signature**

I acknowledge that I have read all of the information listed in the City of St. Anthony Village Land Use Application and fully understand that I am responsible for all costs incurred by the City related to the processing of this application. If additional fees are required to cover costs incurred from processing of the application, the City has the right to require additional payment from one or more of the undersigned, who shall be jointly liable for such fees. Such expenses may include (but are not limited to) direct city payroll and overhead costs, fees paid to consultants and other professionals, and the cost of printing, mailing, and supplies. Applicants are advised that an escrow deposit is required at the time of the submittal of the land use application to offset costs associated with the proposed project. Unused portions of an escrow are returned to the applicant upon successful implementation of an approved plan. I understand that approval from other agencies may be required before commencement with the stated project.

\_\_\_\_\_  
Property Owner Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature (If different than the property owner)

\_\_\_\_\_  
Date

Please contact the City Planner at 763-957-1100 or  
planner@savmn.com if you have any questions regarding this application.