

Application Date:

Fee/Escrow:

DEVELOPMENT APPLICATION

The City of St. Francis is pleased to consider your request. This letter and attached materials are intended to assist you with the formal processing of your proposal. Our goal is to make the review process as economical and efficient as possible.

Application / City Meeting

The attached materials outline the processing procedures, submittal requirements, and fees for various land use applications.

A meeting with City staff is strongly recommended for all types of proposals **before** processing of the application and payment of fees to help explain ordinance requirements, identify the details of the request, review concept plans, provide advice, and potentially avoid any unnecessary plan modifications or site design-related conflicts.

Required Fees / Escrow Deposit

A copy of the most current filing fees and escrow deposit amounts required by the City has also been provided for your reference. All fees must be paid at the time of application. No building permits will be issued until all bills and fees have been satisfied.

City staff will make every effort to keep costs at a minimum. Additional costs may be incurred due to lack of information, site or design problems, additional reviewing requirements or questions from the Planning Commission and/or City Council. You can have a significant impact on controlling these costs by submitting complete and comprehensive documents, plans, and designs which directly respond to the application procedures outlined. Incomplete submittals result in increased review time, unnecessary costs for the applicant, and may also result in rejection of an application.

Thank you for your review of this letter and attached information. We look forward to working with you on your request and application.

TYPE OF APPLICATION: <i>(Check appropriate box)</i>		BASE APPLICATION AND EXPENSE FEES: <i>(Fees are cumulative)</i>
<input type="checkbox"/>	ANNEXATION	\$250 Fee + \$2,000 Escrow
<input type="checkbox"/>	APPEAL / ZONING APPEAL	\$200 Fee + \$1,000 Escrow
<input type="checkbox"/>	COMPREHENSIVE PLAN AMENDMENT	\$450 Fee + \$2,000 Escrow
<input type="checkbox"/>	ENVIRONMENTAL / Environmental Assessment Worksheet -EAW	\$350 Fee + \$50,000 Escrow
<input type="checkbox"/>	MINOR SUBDIVISION	\$350 Fee + \$2,000 Escrow
<input type="checkbox"/>	PLANNED UNIT DEVELOPMENT (PUD)	\$350 Fee + \$2,000 Escrow
<input type="checkbox"/>	ORDINANCE AMENDMENT	\$350 Fee + \$2,000 Escrow
<input type="checkbox"/>	REZONING	\$350 Fee + \$2,000 Escrow
<input type="checkbox"/>	SUBDIVISION (Circle appropriate): -Sketch Plan -Preliminary Plat (Rural) -Preliminary Plat (Urban) -Final Plat -Administrative Subdivision	\$300 Fee + \$500 Escrow \$400 Fee + \$400 + \$125 per lot Escrow \$400 Fee + \$425 + \$175 per unit Escrow \$350 Fee + \$650 Escrow \$350 Fee + \$2,000 Escrow
<input type="checkbox"/>	SITE & BUILDING PLAN REVIEW (Full)	\$350 Fee + \$2,000 Escrow
<input type="checkbox"/>	SITE & BUILDING PLAN REVIEW (Admin)	\$100 Fee + \$250 Escrow
<input type="checkbox"/>	STREET and/or UTILITY VACATION	\$350 Fee + \$1,000 Escrow
<input type="checkbox"/>	TEMPORARY HABITATION	\$200 Fee + \$5,000 Escrow
<input type="checkbox"/>	WETLAND Replacement Plan Review with Plat Replacement Plan and Excavation Delineation	\$350 Fee + \$650 Escrow \$350 Fee + \$650 Escrow \$350 Fee + \$1,000 Escrow
	TOTALS	\$_____ Fee, \$_____ Escrow

Fees are set by Fee Schedule, Valid January through December
 Dock requests must follow the Conditional Use Permit process.

DESCRIPTION OF REQUEST: (attach additional information if needed)

Project Name:

Nature of Proposed Use:

Reason(s) to Approve Request:

IS THIS APPLICATION, PART OF, OR IN ADDITION TO, A PREVIOUS APPLICATION(S) PERTAINING TO THE SUBJECT SITE? IF YES:

PROJECT NAME:

NATURE OF REQUEST:

(attach additional information if needed)

PROPERTY INFORMATION:

Street Address:

Property Identification
Number (PIN#):Legal Description
(Attach if necessary):

Lot(s):

Block:

Subdivision:

APPLICANT INFORMATION:

Name:

Business Name:

Address:

City

State:

Zip Code:

Telephone:

Fax:

E-mail:

Contact:

Title:

OWNER INFORMATION: (if different from applicant)

Name:

Business Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

E-mail:

Contact:

Title:

APPLICATION FEES AND EXPENSES: By signing this application form, I 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 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 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees may not cover actual expenses; any additional fees will be billed.

*State statutes provides up to 120 days for the review of complete application, but the City will strive to finalize your request as quickly as possible. Please note that missing application due date and meeting dates or submitting an incomplete application **WILL** result in the review of the request being delayed. All City Council meeting dates are estimated as it is City policy that issues be resolved and plans be revised as may be needed prior to Council consideration.*

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 are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 as amended, 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) business 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.

APPLICANTS MUST BE SIGNED BY ALL PROPERTY OWNERS AS WELL AS/AND IN ADDITION TO, APPLICANT

Applicant(s): _____ Date: _____

Owner(s): _____ Date: _____

Required Application attachments

Minor Subdivisions	Please provide (2) Certificates of Survey at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.
Concept Plans	Please provide (2) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.*
Preliminary Plat	Please provide (2) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.
Final Plats	Please provide (2) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). **See below for other required information.

1. If applicable, an additional large scale copy at 22" by 34" shall be provided for each of the following:
 - a. (1) If project lies within a DNR Shoreland District or Floodplain
 - b. (1) If project is adjacent to a neighboring City or Township
2. If applicable, an additional small scale copy at 11" by 17" shall be provided for each of the following:
 - a. (1) If project increases the number of dwelling units for the Met Council
 - b. (1) If project is adjacent to a County Road or County State Aid Highway
 - c. (1) If project is adjacent to a MN/Dot state highway

All other application types	See City Code for list of applicable codes and submission requirements
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