

Date Rec'd: _____

Land Use # _____ - _____
File Name

LAND USE APPLICATION

NOTE: Requests must be submitted ten (10) business days prior to the Planning Commission's regular monthly meeting. Meetings are held the 2nd Monday of each month at 7:00 p.m. in Council Chambers, 600 Portland Avenue.

I. Property Owner Information

Name (please print): _____

Site Address: _____
(Street) (City) (State) (Zip)

Mailing Address: _____
(Street) (City) (State) (Zip)

Phone#: _____ Alternate Phone#: _____

Email: _____

II. Application Request

- Variance \$300 + \$1,000 Escrow
- Variance Extension Request \$50
- Rezone \$500 + \$1,000 Escrow
- Interim Use Permit \$300 + \$1,000 Escrow
- Interim Use Permit Commercial \$500 + \$1,000 Escrow
- Interim Use Permit Extension Request \$50
- Alley/Street Vacation \$350
- Sketch/Concept Plan \$500 + \$2,000 Escrow
- Conditional Use Permit \$300 + \$1,000 Escrow
- Conditional Use Permit Commercial \$500 + \$1,000 Escrow
- Conditional Use Permit Extension Request \$50
- Preliminary Plat \$500 + \$30 per lot/unit, + \$2000 Escrow
- Final Plat \$500 + \$2,000 Escrow
- Minor Subdivision \$500 + \$1,000 Escrow
- PUD \$300 + \$2,000 Escrow

III. Property Information

PURPOSE: Describe your request. Attach map(s), site plan(s), or survey(s) that show property dimensions, setback information and dimensions of proposed building (if any). Submit any other related information pertinent to your request that would be beneficial to Planning Commission review. **Submit eight (8) copies of all plus one (1) electronic copy.**

NOTE: For PUD requests, submit 12 copies (4 large, 8 11x17).

STREET ADDRESS FOR WHICH ABOVE ACTION IS REQUESTED:

_____ **Present Zoning:** _____

PROPERTY ID & LEGAL DESCRIPTION (from deed or certificate of title):

Date Appearance is Requested: _____

Revise Application: _____

IV. Notice of Fees and Authorization of Application

The City Fees Ordinance states that the property owner shall reimburse the City for all related costs generated by this application. Such expenses may include, but are not limited to, overhead costs (printing, mailing, supplies, etc.) and fees paid to consultants and other professionals (planning, legal and engineering). These fees are due immediately upon notification by the City and, if not paid, will be assessed to the owner(s) of the subject property. Upon request, the City will provide an itemized statement of the various expenses incurred by the City as a result of the application. The City reserves the right to withhold final action on a Land Use Application and/or rescind prior action until all fees are paid. The City may also require deposits if deemed necessary.

In signing this application, you are acknowledging that you have read the above statement and fully understand that you are responsible for all costs incurred by the City in processing and reviewing this application. Signing below is also authorizing City staff, commission members, and council members to access and inspect the property during the application period.

Signature

Date Submitted

Please complete this form and submit original to:

City of St. Paul Park
600 Portland Avenue
St. Paul Park MN 55071