



PLANNING APPLICATION

Office Use Only:
 Case No.: _____ Fee: \$ _____ / Escrow: \$ _____ Application Date: _____
 App. Deemed Complete: _____ 60-Day Review Date: _____ 60-Day Extension Date: _____

Property Address/Location: _____
Applicant Name: _____
Applicant Mailing Address: _____
Daytime Phone: _____ **Cell Phone:** _____
E-Mail: _____

(If different from Applicant above):

Property Owner: _____
Owner Mailing Address: _____
Daytime Phone: _____ **Cell Phone:** _____
E-Mail: _____

Type of Request *(fees noted on following page):*

- Rezoning**
- Variance**
- Zoning Appeal**
- Wetlands Permit**
 - Standard*
 - Administrative*
- Conditional Use Permit**
- Lot Split / Lot Line Adjustment**
- Zoning Code Amendment**
- Interim Use Permit**
- Preliminary/Final Plat**
- Comprehensive Plan Amendment**

I hereby declare that all statements made in this request and on the additional material are true and to the best of my knowledge. I/We further authorize city officials, including staff, planning commissioners and city councilmembers to inspect the above-referenced property during daylight hours.

 Signature of Applicant Date Signature of Property Owner Date



STATEMENT EXPLAINING ESCROW FEE PAYMENT

Applicant:

As noted in the Planning Application form, the City of Mendota Heights may require an escrow payment/deposit to cover any added costs directly related to processing this application; or held as a security fee to ensure all work related to an approved project has been completed to the satisfaction of and acceptance by city staff.

These costs may include additional city staff time, administrative costs, and costs for any consultants essential to completing the application's review or processing.

The City makes every effort to minimize the cost of reviewing this application. To be most effective, it is important that you submit complete documents, plans, and designs. Incomplete submittals may result in increased review time, and may require more of the City's consultants to become involved in the review.

For example, if the City Attorney is required to draft legal documents that your attorney could draft, your escrow account would have to cover the City Attorney's time.

If your escrow deposit is used or depleted before the application is concluded, you will be required to make an additional deposit. In all cases, any negative balance in your escrow account will need to be paid prior to releasing City approvals (including building permits) related to your application.

Any excess or unused escrow payments, or work security deposits will be refunded after final action is taken by the City Council, all work accepted by city staff, and/or all billings have been fully reconciled with the city.

Please contact Community Development Director Tim Benetti at (651) 255-1142 if there are any questions related to this escrow deposit or if you are unsure on how to proceed.

Acknowledgement by Applicant that this statement has been read and understood:

Signature of Applicant

Date



APPLICATION / REQUEST TYPE	APPLICATION FEE	ESCROW / DEPOSIT FEE						
Appeal to Board of Zoning Appeals	\$250	\$500						
Comprehensive Plan Amendment	\$750	\$500						
Concept Plan Review for Planned Unit Development/Plat	\$250	\$500						
Conditional Use Permit – Residential	\$350	\$500						
Conditional Use Permit – Commercial / Industrial	\$500	\$500						
MRCCA / Critical Area Permit	\$500	\$500 + Security Deposit determined by city staff						
MRCCA / Critical Area Permit – Administrative *	\$200	Security Deposit determined by city staff						
Conditional Use Permit for Planned Unit Development	\$500	\$500						
Interim Use Permit - Residential	\$350	\$500						
Interim Use Permit – Commercial / Industrial	\$500	\$500						
Lot Split / Lot Line Adjustment	\$500	\$500						
Mining Permit	\$350	\$500						
Rezoning	\$500	\$500						
Preliminary/Final Plat	\$750	Escrow amount determined by sub-table below:						
	<p>Plat Escrow Table:</p> <table border="1"> <tbody> <tr> <td>• Residential districts - 0 to 10 units</td> <td>\$100/unit, \$250 min.</td> </tr> <tr> <td>• Res Districts, MR-PUD, HR-PUD districts- over 10 units</td> <td>\$50/unit</td> </tr> <tr> <td>• Commercial/Industrial Districts, MU-PUD</td> <td>\$1,500</td> </tr> </tbody> </table> <p>Expenses billed to city will be charged against escrow account. Any remaining escrow will be returned to applicant. Applicants will be billed for any city incurred expenses exceeding escrow amount.</p>		• Residential districts - 0 to 10 units	\$100/unit, \$250 min.	• Res Districts, MR-PUD, HR-PUD districts- over 10 units	\$50/unit	• Commercial/Industrial Districts, MU-PUD	\$1,500
• Residential districts - 0 to 10 units	\$100/unit, \$250 min.							
• Res Districts, MR-PUD, HR-PUD districts- over 10 units	\$50/unit							
• Commercial/Industrial Districts, MU-PUD	\$1,500							
Variance - Residential	\$300	\$500						
Variance- Commercial or Industrial	\$500	\$500						
Wetlands Permit – Residential	\$300	\$500 and/or Security deposit determined by city staff						
Wetlands Permit – Commercial / Industrial	\$500	\$500 and/or Security deposit determined by city staff						
Wetlands Permit - Administrative **	\$100	Security deposit determined by city staff						
Zoning Ordinance Amendment	\$250	\$500						

After-the-Fact Permit <i>(for any actions or projects started without appropriate zoning approvals or permits)</i>	Double Application Fee – or \$250, whichever is greater	(Depends on relevant application)
--	---	-----------------------------------

* Per City Code 12-3-5. D.

** Per City Code 12-2-6. C.



PLANNING APPLICATION SUBMITTAL & MEETING SCHEDULE - 2023

Planning applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted by end of business day of the deadline, including applicable fees. Application submittal deadlines and meeting schedule dates for the year 2023 are as follows:

Application Submittal Deadline Date	Planning Commission Meeting Date	City Council Meeting Date
Tuesday, December 27, 2022	Tuesday, January 24	Tuesday, February 7
Monday, January 30	Tuesday, February 28	Tuesday, March 7
Monday, February 27	Tuesday, March 28	Tuesday, April 4
Monday, March 27	Tuesday, April 25	Tuesday, May 2
Monday, April 24	Tuesday, May 23	Tuesday, June 6
Monday, May 29	Tuesday, June 27	Wednesday, July 5
Monday, June 27	Tuesday, July 25	Wednesday, August 2
Monday, July 24	Tuesday, August 22	Tuesday, September 5
Monday, August 28	Tuesday, September 26	Tuesday, October 3
Monday, September 25	Tuesday, October 24	Wednesday, November 8
Monday, October 30	Tuesday, November 28	Tuesday, December 5
Monday, November 27	Tuesday, December 26	Tuesday, January 2, 2024

Late or incomplete applications will not be put on the agenda.

The Planning Commission meets at 7:00 PM and City Council meets at 7:00 P.M. in the City Hall Council Chambers, 1101 Victoria Curve, Mendota Heights, MN, unless notified otherwise.

Applicants are encouraged to schedule a meeting with city staff prior to submitting an application. To schedule an appointment or questions, contact Tim Benetti, Community Development Director at (651) 255-1142 or email: TBenetti@MendotaHeightsMN.gov.