

## PLANNING APPLICATION

<b>Office Use Only:</b>			
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

☐ Conditional Use Permit

☐ Interim Use Permit

☐ Variance

☐ Lot Split / Lot Line Adjustment

☐ Preliminary/Final Plat

☐ Zoning Appeal

☐ Zoning Code Amendment

☐ 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.

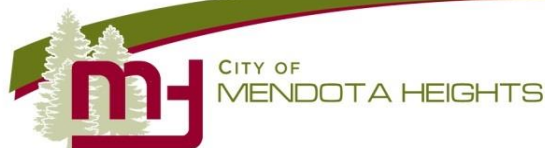
Any excess or unused escrow payments, or work security deposits will be refunded after final action is taken by the City Council, all work accepted by city staff, and/or all billings have been fully reconciled with the city.

Please contact the Community Development Department 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:
	<b>Plat Escrow Table:</b>	
	• 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
	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.	
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

<b>After-the-Fact Permit</b> <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 - 2025

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 2024 are as follows:

Application Submittal Deadline Date	Planning Commission Meeting Date	City Council Meeting Date
Monday, December 23, 2024	Tuesday, January 28	Tuesday, February 4
Monday, January 27	Wednesday, February 25	Wednesday, March 4
Monday, February 24	Tuesday, March 25	Tuesday, April 1
Monday, March 24	Tuesday, April 22	Tuesday, May 6
Monday, April 21	Tuesday, May 27	Tuesday, June 3
Tuesday, May 27	Tuesday, June 24	Tuesday, July 1
Monday, June 23	Tuesday, July 22	Wednesday, August 6
Monday, July 21	Tuesday, August 26	Tuesday, September 2
Monday, August 25	Thursday, September 25	Tuesday, October 7
Monday, September 22	Tuesday, October 28	Wednesday, November 5
Monday, October 27	Tuesday, November 25	Tuesday, December 2
Monday, November 24	Tuesday, December 23	Tuesday, January 6, 2026

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

The Planning Commission meets at 7:00 PM and City Council meets at 6:00 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 the Community Development Department at (651) 255-1142 or email [smadden@mendotaheightsmn.gov](mailto:smadden@mendotaheightsmn.gov).