



2016 DEVELOPMENT APPLICATION

Dear Applicant:

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 zoning applications. City staff uses these checklists to monitor the status of your application. Applicants are encouraged to contact us with any questions.

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. In addition to filling out the application, please review closely the appropriate checklist of items required for your specific request.

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, 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. To request a refund of escrow deposits, the owner shall notify the Community Development Director in writing, verifying that all development requirements were completed per approved plans and specs for which application was submitted. Requirements must be met before release of funds.

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 + \$300 Escrow
<input type="checkbox"/>	COMPREHENSIVE PLAN AMENDMENT	\$450 Fee + \$650 Escrow
<input type="checkbox"/>		
<input type="checkbox"/>	DOCK SPECIAL USE PERMIT	\$50 Fee + \$100 Escrow
<input type="checkbox"/>	ENVIRONMENTAL/WETLAND/ENGINEERING REVIEW	\$350 Fee + \$650 Escrow (Fee may be waived by Engineer)
<input type="checkbox"/>	EXCAVATION/FILL/GRADING PERMIT (MAJOR)	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	EXCAVATION/FILL/GRADING PERMIT (ADMIN)	\$100 Fee + \$250 Escrow
<input type="checkbox"/>	HOME OCCUPATION PERMIT	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	MINOR SUBDIVISION	\$350 Fee + \$400 Escrow
<input type="checkbox"/>	PLANNED UNIT DEVELOPMENT	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	ORDINANCE AMENDMENT	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	REZONING	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	SUBDIVISION (Select 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 \$200 Fee + \$250 Escrow
<input type="checkbox"/>	SITE & BUILDING PLAN REVIEW	\$350 Fee + \$450 Escrow
<input type="checkbox"/>	SITE & BUILDING PLAN REVIEW EXCAVATION/FILL/GRADING PERMIT (ADMIN)	\$100 Fee + \$250 Escrow
	TEMPORARY HABITATION	\$200 Fee + \$5000 Escrow
<input type="checkbox"/>	VACATION OF RIGHT OF WAY OR PUBLIC EASEMENT	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	VARIANCE	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	ZONING APPEAL	\$200 Fee + \$250 Escrow
	TOTALS	\$_____ Fee \$_____ Escrow

CURRENT ZONING DISTRICT: <i>(Check all appropriate boxes)</i>		<i>(Select appropriate District)</i>				
<input type="checkbox"/>	Undesignated Zoning District	TWNShp				
<input type="checkbox"/>	Rural	A1	A2	A3	RR	CO
<input type="checkbox"/>	Urban Residential	R1	R2	R3	R4	
<input type="checkbox"/>	Commercial	B1	B2	B3		
<input type="checkbox"/>	Industrial	I1	I2			
<input type="checkbox"/>	Planned Unit Development	PUD				
<input type="checkbox"/>	Rum River Overlay	RRM				
<input type="checkbox"/>	Flood Plain Overlay	FP				

DESCRIPTION OF REQUEST: (attach additional information if needed)

Project Name:

Nature of Proposed Use:

Reason(s) to Approve Request:

PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE:

(attach additional information if needed)

Project Name:

Date of Application:

Nature of Request:

PROPERTY INFORMATION:

Street Address:

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

Lot(s):

Block:

Subdivision:

OWNER INFORMATION:

Name:

Business Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

E-mail:

Contact:

Title:

APPLICANT INFORMATION: (if different from owner)

Name:

Business Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

E-mail:

Contact:

Title:

NOTE: Applications must be signed by all property owners. Applications only accepted with ALL required support documents and fees. Please request and follow appropriate Development Checklist(s) for desired application.

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 429.081 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.

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.

Applicant(s): _____ Date: _____

Owner(s): _____ Date: _____

Required Copies

Minor Subdivisions	Please provide (15) Certificates of Survey at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) 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 (15) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) 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 (15) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) 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 (15) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) 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.
***	<ol style="list-style-type: none"> 1. If applicable, an additional large scale copy at 22" by 34" shall be provided for each of the following: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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

CITY OF ST. FRANCIS - DEVELOPMENT APPLICATION SCHEDULE

(Updated 01/04/16)

COMPLETE APPLICATION DUE DATES	PARK COMMISSION MEETING DATES	PUBLIC HEARING NOTICES DUE	PLANNING COMMISSION MEETING DATES	CITY COUNCIL MEETING DATES
THURSDAY 4:00 PM	TUESDAY 6:15 PM	WEDNESDAY 12:00 PM	WEDNESDAY 7:00 PM	MONDAY 6:00 PM
12/17/15	**	1/6/16	1/20/16	2/1/16
1/21/16	**	2/3/16	2/17/16	3/7/16
2/18/16	**	3/2/16	3/16/16	4/4/16
3/17/16	**	4/6/16	4/20/16	5/2/16
4/21/16	**	5/4/16	5/18/16	6/6/16
5/19/16	**	6/1/16	6/15/16	7/5/16*
6/16/16	**	7/6/16	7/20/16	8/1/16
7/21/16	**	8/3/16	8/17/16	9/6/16*
8/18/16	**	9/7/16	9/21/16	10/3/16
9/22/16	**	10/5/16	10/19/16	11/7/16
10/20/16	**	11/2/16	11/16/16	12/5/16
11/17/16	**	12/7/16	12/21/16	1/2/17

* Moved back or forward one day due to holiday

** Park Reviews to be held by Planning Commission & City Council until further notice

This schedule will be followed without exception. Missing application due dates and meeting dates or submitting an incomplete application will result in the review of the request being delayed. The Council Meeting Date is estimated, as it is the City's policy that all issues are resolved and plans revised and submitted for review by City Staff prior to scheduling for Council consideration. Questions related to applications or review schedules should be directed to the Community Development Director, Kate Thunstrom, 763-267-6191. Contact Kate Thunstrom to schedule a City Staff project review meeting.

For Office Use Only

Date Submitted:	
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Project Name:			
Case ID(s):	Base Fee:	Escrow Fee:	Supplemental Deposit:

15 (Business Day) Review:		
Incomplete App Letter Date:		
	Date Submitted	Date Complete
Engineering		
Building		
Date Staff Deems Complete:		
60 Day Application Processing (from completion date):		
120 Day Application Processing (from completion date):		
Extension Letter(s):		

Date Neighborhood Notices Mailed:	Date Public Hearing Notice Published:	Public Hearing Date:

	Date	Time
Planning Commission Meeting:		
City Council Meeting:		
Continued Meetings:		