



2018 Land Use Application

CITY OF LONG LAKE
450 Virginia Avenue
MAIL TO: PO Box 606
Long Lake, MN 55356
Phone / 952.473.6961

FOR OFFICE USE ONLY

Planning Case #: _____

Amount Due: \$ _____

Date Paid: _____

Check # _____

Cash Receipt # _____

PROPERTY INFORMATION

Address of Property Involved _____

Property Identification Number _____ Current Zoning _____

Legal Description of Property _____

Property Owner Name _____

Property Owner Mailing Address _____

City, State, Zip _____

APPLICANT INFORMATION

Full Name _____ Daytime Phone _____

Fax _____ Email Address _____

Street Address _____

City, State, Zip _____

TYPE OF REQUEST (Check All That Apply)

Zoning:

- Conditional Use Permit
- Zoning Amendment (Rezoning or Text)
- Variance
- Change to Nonconforming Use or Structure
- PUD Master Development Plan or Concept Plan
- Final Site and Building Plan Review
- Interim Use Zoning Amendment/Permit

Subdivision:

- Minor Subdivision
- Preliminary Plat
- Final Plat
- Concept/Sketch Plan

Other:

- Comprehensive Plan Amendment
- Sign Permit
- _____

All applications must be accompanied by the Submittal Information for the specific type of request and the required list of items.

Description of Request: _____

The City requests that you make a pre-application meeting with the City Administrator or his / her designee to discuss the application process, filing requirements, fees, deadlines, and plan submittals.

AGENDA DEADLINE & MEETING SCHEDULE

All regularly scheduled Planning Commission and City Council meetings are held in the City Hall Council Chambers beginning at 6:30 pm. The Planning Commission regularly meets on the second Tuesday of each month, and the City Council regularly meets on the first and third Tuesday of each month. Applicants are advised that additional meetings and/or workshops are scheduled when necessary.

The following deadlines apply to all land use applications in 2018:

<u>Due Date for Plans</u>	<u>Planning Commission Review</u>	<u>City Council Review</u>
December 13, 2017	January 9	January 16
January 10, 2018	February 13	February 20
February 14	March 13	March 20
March 14	April 10	April 17
April 11	May 8	May 15
May 9	June 12	June 19
June 13	July 10	July 17
July 11	August 15 (Wednesday)	August 21
August 16	September 11	September 18
September 12	October 9	October 16
October 10	November 13	November 20
November 14	December 11	December 18

In order for the Planning Commission and City Council to consider any application, the property owner, applicant or representative must be present at the scheduled meetings. If not, the matter may be tabled until the next available meeting date.

COMPLETE / INCOMPLETE APPLICATIONS

An incomplete application will delay the processing of land use requests. The application review period commences and an application is considered officially filed when the City Administrator or his / her designee has received and examined the application and determined that the application is complete. The application shall be deemed complete or incomplete within 15 business days following the submittal of the application. The application will be notified regarding the completeness of the application.

Payment of Fees and Filing Requirements

Land use application fees and escrow deposit amounts required for the type of request are attached to this application and must be paid to the City before an application is found to be complete. In addition to the application fees, the City retains engineering, legal, planning and other consultants who may be involved in the application review process and attend Planning Commission and City Council meetings for a particular application. **All costs resulting from the review of the application by the City and its consultants, including but not limited to engineering, legal, and planning must be paid by the applicant.** Applicants for any development request or land use application shall be required to deposit an amount in escrow with the City according to the attached land use application fee schedule. Failure to remit payment of consultant fees incurred as a result of land use application review and consideration may result in withholding Building Permit issuance.

Notification of Minnesota Statutes Section 15.99

In 1995, the Minnesota State Legislature passed a law that required approval and / or denial of all planning requests by a governmental agency within 60 days from when the application was determined to be complete. In order to allow adequate time to thoroughly consider an application including allowance for public input, appropriate design and environmental review and compliance with the City of Long Lake’s Comprehensive Plan, applicable ordinances, and consistent with City policy, staff may extend the review period an additional 60 days and may request further extension of this review period from the applicant.

ACKNOWLEDGMENT & SIGNATURE

I acknowledge that I have read all of the information listed in the Long Lake Land Use Application and fully understand that I am responsible for all costs, including any consultant fees, incurred by the City related to the processing and review of this application. If additional fees are required to cover costs incurred by the City, the City Administrator has the right to require additional payment from one or more of the undersigned, who shall be jointly liable for such fees.

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct.

X Signature of Applicant _____ **Date** _____

X Signature of Property Owner _____ **Date** _____

Submittal Information

All Land Use Application Requirements

- All required information listed in this section for each type of request must accompany the land use application submittal to the City in the following format:
 - ✓ One electronic copy that may be printed to a maximum size of 11" x 17"
 - ✓ Three (3) large sized hard copies of the required drawings, surveys and site plans with an accurate scale
 - ✓ Additional large sized hard copies must be submitted if the property abuts TH 12, any County Road or MnDNR regulated waters
- The applicant is responsible for contacting the Minnehaha Creek Watershed District (MCWD) at 952.471.0590 (www.minnehahacreek.org) and providing the appropriate submittals for any required permits.
- With most applications, a public hearing notice will be published in the *Long Lake Pioneer* and notice sent to property owners within 350 feet of the property ten (10) days prior to the public hearing.
- An application for a **zoning amendment**, which would result in a zoning district that is inconsistent with the land use designation of the property in the Comprehensive Plan, must be accompanied by an application for an amendment to the Comprehensive Plan.
- An application for an **interim use permit** must be accompanied by an application for an amendment to the Zoning Ordinance if the proposed interim use is not listed as a permitted interim use in the zoning district in which the property is located.

Required Submittal Information

<u>Requested Action</u>	<u>Submittal Requirements</u>		
Conditional Use Permit:	Narrative explaining proposed use	Survey, as required by the City Administrator	Site and Building Plan, as required by the City Administrator
Interim Use Permit:	Narrative explaining: <ul style="list-style-type: none"> • Description of existing use and proposed interim use • Intended length of time for the permit, and schedule for commencement and termination of the use • Hours of operation, estimated patronage by employees and others, • How the use meets standards for interim uses, the effects of the use on adjoining property, the general compatibility with the adjacent area and other properties in the same zoning district and the Comprehensive Plan • Other information as may be required to determine if the proposed use meets the intent and requirements of the Zoning Ordinance 	Survey, as required by the City Administrator	Site and Building Plan, as required by the City Administrator
Zoning Amendment (Rezoning or Text):	Narrative explaining reason for change	Survey	Site and Building Plan
PUD Master Development Plan or Concept Plan:	Narrative explaining proposed development	Survey	Site and Building Plan, as may be modified by the City Administrator
Subdivision, Minor:		Survey	Minor Subdivision

Subdivision, Preliminary Plat:		Survey	Preliminary Plat
Subdivision, Final Plat:			Final Plat
Variance:	Narrative explaining the "practical difficulties" of the property listing the: <ul style="list-style-type: none"> • reasonableness of the request, • the unique circumstances of the property, • the effect on the surrounding neighborhood, • adherence to the Comprehensive Plan and other considerations stated in Section 27 of the Zoning Ordinance and other ordinance sections.	Survey	Site and Building Plan
Change to Non-conforming Use/Structure:	Narrative explaining change	Survey	Site and Building Plan, as required by the City Administrator
Final Site and Building Plan Review:			Site and Building Plan
Concept/Sketch Plan:		Survey	Site and Building Plan, as required by the City Administrator
Comprehensive Plan Amendment:	Narrative explaining reason for change	Survey	

Content of Submittal Information

- The Long Lake Zoning Ordinance specifies the various items which must be submitted and considered for each type of land use applications. Applicants are encouraged to review the Zoning Ordinance found on-line at <http://www.longlakemn.gov> to determine specific requirements.
- True and accurate representation of the following is the responsibility of the applicant:

Complete	Incomplete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North point and graphic scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benchmark information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of surveyor and registration number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private and public easement locations and dimensions, including the written easement language (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities including manhole elevations, pipe elevations and sizes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shoreland boundary (including official OHW elevation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland boundary (including a copy of the delineation report)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodplain/flood fringe boundary including elevations at building and lot corners – the lowest floor elevation (including basement) must be included
			Site and Building Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensioned site plan with boundary lines of project site, iron monuments must be shown

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed topographic information at two-foot intervals extending 100 feet from the exterior boundary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Principal building location(s), dimensions and setbacks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessory building location(s), dimensions and setbacks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site details, including driveway, sidewalk, fence and retaining wall locations (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping plan, as required, with species and sizes of existing and proposed vegetation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting plan, as required, including specifications of proposed lighting and photometric lighting plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensioned construction plan exterior elevations of all building sides and building floor plans drawn to a minimum scale of 1/8" = 1'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensioned construction plan building sections drawn to a minimum scale of 1/8" = 1'

Complete

Incomplete

N/A

Minor Subdivision

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal descriptions for the parcels to be created,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The existing and proposed lot lines and dimensions, and lot acreage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed structures and driveway locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed utilities including manhole elevations, pipe elevations and sizes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed private and public easement locations, including the written easement language (if applicable)

Complete

Incomplete

N/A

Preliminary Plat

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey of entire property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Plat submittal requirements found in Section 18, Subd. 5, subpart B of Zoning Ordinance

Complete

Incomplete

N/A

Final Plat Requirements

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Plat submittal requirements found in Section 18, Subd. 5, subpart D of Zoning Ordinance
--------------------------	--------------------------	--------------------------	---

Other Considerations

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic study prepared by a professional engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parkland dedication (required for subdivisions creating more than two lots)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Samples of proposed building materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of proposed signage, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs showing the location of the proposal and its relationship to the site and existing buildings

LAND USE APPLICATION FEE SCHEDULE

	<u>FEE AMOUNTS</u>
Variance / Conditional Use Permit	
Business / Industrial / Non-Homestead Properties	\$500 + \$1,500 Escrow
Homestead Properties	\$500
Sign Variance	\$500 + \$1,500 Escrow
Interim Use Zoning Amendment/Permit	\$500 + \$1,500 Escrow
Vacation	\$250 + \$1,500 Escrow
Zoning Amendment	
Rezoning or Zoning Text Amendment	\$500 + \$1,500 Escrow
Comprehensive Plan Amendment	\$500
Expansion of a Nonconforming Use or Structure	
Business / Industrial / Non-Homestead Properties	\$500 + \$1,500 Escrow
Homestead Properties	\$500
Subdivision	
Minor (6 lots or less)	\$500 + \$1,500 Escrow
Major (more than 6 lots)	\$1,000 + \$3,000 Escrow
Lot Combination / Lot Consolidation	\$500 + \$1,500 Escrow
Lot Correction	\$500 + \$1,500 Escrow
Planned Unit Developments	
Concept Plan	\$500 + \$1,500 Escrow
Master Development Plan / PUD Zoning Amendment	\$500 + \$1,500 Escrow
Final Site and Building Plan Review	\$750 + \$1,500 Escrow
PUD Amendment	\$500 + \$1,500 Escrow
Site Plan Review	
Informal Concept Review	No Charge
Single Family	\$500
Single Family (2 or more)	\$500 + \$1,500 Escrow
Multiple Family (including duplexes)	\$750 + \$3,000 Escrow
Business / Commercial / Industrial	\$750 + \$3,000 Escrow