



## 2023 Land Use Application

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

Escrow Deposit: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

[ ] Check # \_\_\_\_\_

[ ] Cash Receipt # \_\_\_\_\_

### FOR OFFICE USE ONLY

Planning Case #: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_

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:

- \_\_\_ Preliminary or
- \_\_\_ Final Plat
- [ ] Minor Subdivision  
(6 lots or less)
- [ ] Major Subdivision  
(more than 6 lots)

#### Other:

- [ ] Comprehensive Plan Amendment
- [ ] Sign Variance
- [ ] Informal Concept Review (PC)
- [ ] Village Design Guidelines Review
- [ ] \_\_\_\_\_

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

Description of Request: \_\_\_\_\_

### 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. Meeting dates may be subject to change due to member availability, holidays, election dates, or other conflicts that may arise during the calendar year.

The following deadlines apply to all land use applications in 2023:

| <u>Due Date for Plans</u> | <u>Planning Commission Review</u> | <u>City Council Review</u> |
|---------------------------|-----------------------------------|----------------------------|
| December 14, 2024         | January 10                        | January 17                 |
| January 11                | February 14                       | February 21                |
| February 15               | March 14                          | March 21                   |
| March 15                  | April 11                          | April 18                   |
| April 12                  | May 9                             | May 16                     |
| May 10                    | June 13                           | June 20                    |
| June 14                   | July 11                           | July 18                    |
| July 12                   | August 8                          | August 15                  |
| August 9                  | September 12                      | September 19               |
| September 13              | October 10                        | October 17                 |
| October 11                | Wednesday, November 8             | November 21                |
| November 9                | December 12                       | December 19                |

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. Planning Commission and City Council meeting dates are subject to change in the event a meeting must be rescheduled, in which case, the affected applicant(s) will be informed of updated meeting dates as necessary.

### **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 Escrow Requirements**

Land use application fees and escrow deposit amounts are required to be 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 incurred by the City related to a project including, without limitation, consultant costs related to engineering, legal, and planning review from the application through project completion and any final inspection shall be the exclusive responsibility of, and shall be promptly 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, as determined by the City Administrator or his/her designee, from which the City will reimburse itself for costs incurred. The applicant may be required to deposit additional escrow funds to replenish depletion of initial escrow; and is responsible for payment of any City billings within 30 days of receipt for any consultant fees incurred by the City exceeding the initial escrow deposit. Building permit(s) or certificate(s) of occupancy may be withheld by the City until professional costs and expenses incurred by the City have been paid in full.

### **Filing Requirements**

Upon approval of an application, the applicant will be responsible for the filing of any documents required to be filed with Hennepin County, with proof of recording to be provided to the Long Lake City Clerk.

### **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.

**APPLICANT ACKNOWLEDGMENT & SIGNATURE**

With my signature below, I acknowledge that I have read, understand, and agree to all of the information listed in the Long Lake Land Use Application and fully understand and agree that I am responsible for all costs, including, without limitation, any consultant fees incurred by the City related to the processing and review of this application through completion and final inspection of any improvements, consistent with the 'Payment of Fees and Escrow Requirements' section above. I agree that 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 and severally liable for such fees. I further understand and agree that if timely payment is not made, the application process may be terminated and the application denied for failure to reimburse the City for costs incurred. I also understand and agree that, in the event of non-payment of fees or costs related to this application or the project herein contemplated, the City may approve a special assessment against my property to recover the same and I hereby specifically waive any and all right to appeal said assessment pursuant to Minnesota Statute 429.

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** \_\_\_\_\_

Is applicant also the owner of the properties involved in this application? ☐ YES ☐ NO

**PROPERTY OWNER SIGNATURE**

I am the owner of the property or properties involved in this application, and consent to the applicant making a Land Use Application.

**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" must be emailed to the City Clerk.
  - ✓ One (1) large sized hard copies of the required drawings, surveys and site plans with an accurate scale must be submitted; along with one (1) 11" x 17" packet of the required drawings must be provided.
  - ✓ Additional large sized hard copies must be submitted if the property abuts TH 12, any County Road or MnDNR regulated waters.
  - ✓ If full color exhibits are a part of applicant's land use application for consideration, (20) copies of full color exhibits for inclusion in Planning Commission and City Council meeting packets are required.
- The applicant is responsible for contacting the Minnehaha Creek Watershed District (MCWD) at 952.471.0590 ([www.minnehahacreek.org](http://www.minnehahacreek.org)) and providing the appropriate submittals for any required permits.
- With most applications, a public hearing notice will be published, at the applicant's expense, in the *Laker Pioneer Newspaper* 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"><li>• Description of existing use and proposed interim use</li><li>• Intended length of time for the permit, and schedule for commencement and termination of the use</li><li>• Hours of operation, estimated patronage by employees and others,</li><li>• 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</li><li>• Other information as may be required to determine if the proposed use meets the intent and requirements of the Zoning Ordinance</li></ul> | 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, if applicable                         | Site and Building Plan, if applicable                         |

|  |  |        |  |
|--|--|--------|--|
| 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"> <li>• reasonableness of the request,</li> <li>• the unique circumstances of the property,</li> <li>• the effect on the surrounding neighborhood,</li> <li>• adherence to the Comprehensive Plan and other considerations stated in Section 27 of the Zoning Ordinance and other ordinance sections.</li> </ul> | Survey | Site and Building Plan   |
| Change to Nonconforming Use/Structure:       | Narrative explaining change  | Survey | Site and Building Plans, as required by the City Administrator       |
| Final Site and Building Plan Review:         |  |        | Site and Building Plans  |
| Informal Concept Review:                     | Narrative explaining proposed concept  | Survey | Site and Building Plans, design exhibits                             |
| 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                      | 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 |

|                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
|                          |                          |                          | <b>Site and Building Plan</b>  |
| <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'  |
| <b>Complete</b>          | <b>Incomplete</b>        | <b>N/A</b>               | <b>Minor Subdivision</b>   |
| <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)                   |
| <b>Complete</b>          | <b>Incomplete</b>        | <b>N/A</b>               | <b>Preliminary Plat</b>  |
| <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                                    |
| <b>Complete</b>          | <b>Incomplete</b>        | <b>N/A</b>               | <b>Final Plat Requirements</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Plat submittal requirements found in Section 18, Subd. 5, subpart D of Zoning Ordinance                                    |
|                          |                          |                          | <b>Other Considerations</b>  |
| <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

**Please note that where escrow is required, escrow amounts will be set by the City Administrator or his/her designee, in consultation with professional consultants, and will not be less than \$1,500 per application.**

Consultant engineering, planning and attorney fees are required to be reimbursed pursuant to City Ordinance and the terms of the application. Any remaining escrow funds will be returned to the applicant upon completion of construction and issuance of certificate(s) of occupancy.

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