

# APPLICATION FOR PLANNING AND ZONING REQUEST

## City of Scandia, Minnesota

14727 209th Street North, Scandia, MN 55073

Phone 651/433-2274 Fax 651/433-5112 Web <https://www.cityofscandia.com/>

**Please read before completing:** The City will not begin processing an application that is incomplete. Detailed submission requirements may be found in the Scandia Development Code, available at the City office and website [www.cityofscandia.com](http://www.cityofscandia.com) and in the checklist forms for the particular type of application. Application fees are due at the time of application and are not refundable.

<b>1. Property Location:</b> <i>(street address, if applicable)</i>		
<b>2. Washington County Parcel ID:</b>		
<b>3. Complete Legal Description:</b> <i>(attach if necessary)</i>		
<b>4. Owner(s):</b>	Phone:	
	(h)	
	(b)	
Street Address:	E-Mail:	
City/ State:	Zip:	
<b>5. Applicant/Contact Person:</b>	Phone:	
	(h)	
	(b)	
Street Address (Mailing):	E-Mail:	
City/ State:	Zip:	
<b>6. Requested Action(s):</b> <i>(check all that apply)</i>		
<input type="checkbox"/> Variance	<input type="checkbox"/> Administrative Permit	<input type="checkbox"/> Amendment (Development Code )
<input type="checkbox"/> Variance Extension	(type)_____	<input type="checkbox"/> Amendment (Comp. Plan )
<input type="checkbox"/> Conditional Use Permit (CUP)	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Subdivision, Minor
<input type="checkbox"/> CUP Extension	(type)_____	<input type="checkbox"/> Subdivision, Preliminary Plat/Major
<input type="checkbox"/> CUP/ Open Space Subdivision.	<input type="checkbox"/> Site Plan Modification	<input type="checkbox"/> Subdivision, Final Plat
<input type="checkbox"/> CUP/ Planned Unit Development	<input type="checkbox"/> Site Plan Extension	<input type="checkbox"/> Environmental Review
<input type="checkbox"/> Interim Use Permit (IUP)	<input type="checkbox"/> Sign (Permanent)	<input type="checkbox"/> Wetland Review
<input type="checkbox"/> Annual Operators Permit		

**7. Brief Description of Request:** *(attach separate sheet if necessary; include Variance Rationale if necessary)*

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**8. Project Name:**

I hereby apply for consideration of the above described request and declare that the information and materials submitted with this application are complete and accurate. I understand that no application shall be considered complete unless accompanied by fees as required by city ordinance. Applications for projects requiring more than one type of review shall include the cumulative total of all application fees specified for each type of review. I understand that applicants are required to reimburse the city for all out-of-pocket costs incurred for processing, reviewing and hearing the application. These costs shall include, but are not limited to: parcel searches; publication and mailing of notices; review by the city's engineering, planning and other consultants; legal costs, and recording fees. An escrow deposit to cover these costs will be collected by the city at the time of application. The minimum escrow deposit shall be cumulative total of all minimum escrow deposits for each type of review required for the project, unless reduced as provided for by ordinance. The city may increase the amount of the required escrow deposit at any time if the city's costs are reasonably expected to exceed the minimum amount. Any balance remaining after review is complete will be refunded to the applicant. No interest is paid on escrow deposits.

**PLEASE NOTE:** If the fee owner is not the applicant, the applicant must provide written authorization by the fee owner in order for this application to be considered complete.

<b>Property Fee Owner Signature(s)</b>	<b>Date:</b>
<b>Applicant Signature(s)</b>	<b>Date:</b>

**For City Use Only**

Application Fees: \_\_\_\_\_

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

**City of Scandia, Minnesota**  
**Planning and Zoning Applications Fee Schedule**  
*Excerpt of Ordinance No. 2023-14, Adopted December 19, 2023*

<u>Application Type</u>	<u>Application Fee</u>	<u>Escrow Minimum</u>
<b>Variance</b>	\$200.00	\$1,800.00
• Variance Extension - Administrative	\$50.00	
• Variance Extension – City Council	\$100.00	\$450.00
<b>Conditional Use Permit (CUP)</b>		
• Pre-application Review – Planning Commission	\$50.00	\$750.00
• Conditional Use Permit	\$200.00	\$2,500.00
• CUP Amendment	\$200.00	\$2,500.00
• CUP Extension – Administrative	\$50.00	
• CUP Extension – City Council	\$100.00	\$450.00
<b>Interim Use Permit (IUP)</b>	\$200.00	\$1,500.00
<b>Annual Operating Permit</b>		
• Annual Operating Permit Renewal – Administrative	\$100.00	\$450.00
• Annual Operating Permit Renewal – City Council	\$200.00	\$1,500.00
<b>Administrative Permits</b>		
• Grading/Land Alteration	\$50.00	\$600.00
• Grading/Land Alteration more than 100 cubic yards material	\$50.00	\$1,000.00
• Land Clearing	\$75.00	\$500.00
• Lot Line Adjustment/Lot Consolidation	\$50.00	\$375.00
• Cell Tower Administrative Permit	\$50.00	\$375.00
• Sign (permanent)	\$50.00	
• All other Administrative Permits	\$50.00	
<b>Planned Unit Development (PUD)</b>		
• Planned Unit Development Concept Plan	\$200.00	\$750.00
• PUD Preliminary Plan	\$200.00	\$1,500.00
• PUD Final Plan	\$200.00	\$3,000.00
• PUD Amendment	\$500.00	\$1,500.00
<b>Site Plan Review</b>		
• Pre-application Site Plan Review	\$50.00	\$750.00
• Site Plan Review, Minor Projects	\$100.00	\$1,500.00
• Site Plan Review, Major Projects	\$250.00	\$3,000.00
• Plan Modification	\$50.00	\$500.00
• Site Plan Extension – Administrative	\$50.00	
• Site Plan Extension – Council	\$100.00	\$450.00
<b>Amendment</b>		
• Rezoning (Map Amendment)	\$500.00	\$1,500.00
• Amendment—Development Code Text	\$500.00	\$1,500.00
• Amendment—Comprehensive Plan Map	\$500.00	\$1,500.00
• Amendment—Comprehensive Plan Text	\$500.00	\$1,500.00

<u>Application Type</u>	<u>Application Fee</u>	<u>Escrow Minimum</u>
<b>Environmental Review</b>		
• EAW (Environmental Assessment Worksheet)	\$750.00	\$3,000.00
• EIS (Environmental Impact Statement)	\$750.00	\$15,000.00
<b>Subdivision</b>		
• Concept Plan	No Fee	
• Minor Subdivision	\$100.00	\$1,500.00
• Preliminary Plat/ Major Subdivision	\$250.00	\$2,500.00
• Final Plat	\$200.00	\$1,500.00
• Park Dedication Fee for each new parcel	\$3,000.00	
<b>Vacation</b>		
• Right-of-Way	\$350.00	\$1,500.00
• Utility Easement	\$350.00	\$1,500.00
<b>Wetland Review</b>		
• Wetland Review including No loss exemption / determination, Delineation approval, Replacement plan application, Wetland banking application, and other	\$100.00	\$800.00
<b>Mines</b>		
• Conditional Use Permit	\$500.00	\$10,000.00
• Annual Operating Permit	\$500.00	\$5,000.00

#### **City Staff and Consultant Billing**

- For applications that include excessive staff time, services performed by City personnel will be billed at one and one-half (1.5) times the actual payroll hourly rate. Services provided by City consultants will be billed at the current consultant rate. All recording fees to be billed at current rates.

#### **Investigation Fee**

- Whenever any work for which a city permit is required has commenced without first obtaining a permit, a special investigation shall be made before a permit will be issued. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this schedule. The payment of the investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any prescribed by law.

#### **Payment of Fee and Escrow Deposit**

- No application shall be considered complete until the fees have been paid. Application fees are not refundable. In addition to the application fee, applicants shall be required to reimburse the city for all out-of-pocket costs that are incurred for processing, reviewing and hearing the application. These costs shall include but are not limited to: parcel searches; publication and mailing of notices; review by the city's engineering, planning and other consultants; legal costs, and recording fees. A minimum escrow deposit to cover these costs shall be collected by the city at the time of application. The Zoning Administrator shall have discretion to increase the amount of the escrow for any application at any time if the city's costs are reasonably expected to exceed the minimum amount. The Zoning Administrator shall also have discretion to require an escrow deposit even where no minimum amount is specified by this ordinance, if authorized by the Development Code. Applications for projects requiring more than one type of review (for example, a Conditional Use Permit and a Preliminary Plat) shall include the cumulative total of all application fees specified for each type of review. The minimum escrow deposit shall be the cumulative total for each type of application required for the project, unless the Zoning Administrator determines that this amount would significantly exceed the city's reasonable expenses to review the applications, in which case the amount of the escrow deposit may be reduced. After review of the application has been completed and all costs have been paid, any costs exceeding the escrow balance shall be invoiced to the applicant. Any escrow balance remaining shall be refunded to the applicant. No interest shall be paid on escrow deposits. Amendments to previously approved applications shall require the payment of the same fees as for the initial permit application, except for Plan Modifications not requiring review by the Planning Commission and City Council or as otherwise provided by the Development Code.