



## **DEVELOPMENT APPLICATION**

### **2016**

Dear Applicant:

The City of Big Lake is pleased to consider your request. This letter and the 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 sketch plans, provide advice, and potentially avoid any unnecessary plan modifications or site design-related conflicts. Zoning Code information can be obtained from City Planner Michael Healy at 763-251-2977 or [mhealy@biglakemn.org](mailto:mhealy@biglakemn.org). Building code information can be obtained from Building Official Mick Kaehler at 763-251-2936 or [mkaehler@biglakemn.org](mailto:mkaehler@biglakemn.org).

#### **Required Fees**

A copy of the most current filing fee 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 requests from the Planning Commission/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 will not be accepted until complete and will result in increased review time, unnecessary costs for the applicant, and may also result in rejection of an application.

Thank you for your review of this letter and attached information. We look forward to working with you on your request and application.

<b>TYPE OF APPLICATION:</b> <i>(Check appropriate box)</i>		<b>EXPENSE FEES:</b> <i>(Fees are cumulative)</i>
<input type="checkbox"/>	AMENDMENT (Comprehensive Plan, Ordinance Map or Text)	\$325 Fee + \$1,000 Escrow
<input type="checkbox"/>	ANNEXATION -Residential -Commercial/Industrial	\$1,000 Fee Fee waived
<input type="checkbox"/>	APPEAL OF ZONING DECISION	\$600 Fee
<input type="checkbox"/>	CONCEPT PLAN	\$100 Fee + \$1,000 Escrow
<input type="checkbox"/>	CONDITIONAL USE PERMIT -Residential / Commercial / Industrial / Signs	\$400 Fee + \$1,000 Escrow
<input type="checkbox"/>	ENVIRONMENTAL REVIEW (EAW/AUAR/EIS)	\$500 Fee + \$1,000 Escrow
<input type="checkbox"/>	HOME OCCUPATION ADMINISTRATIVE PERMIT	\$150 Fee
<input type="checkbox"/>	INTERIM USE PERMIT	\$500 Fee + \$1,000 Escrow
<input type="checkbox"/>	PARK & TRAIL DEDICATION (must be paid at time of application and before issuance of building permit) <b>*All new subdivisions must satisfy park dedication requirements (land and/or cash) as determined by the City Council</b>	10% land and/or cash (as determined by the City Council)
<input type="checkbox"/>	PARKING PAD ADMINISTRATIVE PERMIT	\$25 Fee
<input type="checkbox"/>	PLANNED UNIT DEVELOPMENTS	\$750 Fee + \$3,000 Escrow
<input type="checkbox"/>	REZONING	\$500 Fee
<input type="checkbox"/>	SITE PLAN & BUILDING PLAN REVIEW	\$100 Fee + \$1,500 Escrow
<input type="checkbox"/>	SUBDIVISIONS -Administrative Lot Combination -Simple Subdivision -Preliminary Plat -Final Plat	\$300 Fee + \$1,000 Escrow \$500 Fee + \$3,000 Escrow \$300 Fee + \$5,000 Escrow \$300 Fee + \$3,000 Escrow
<input type="checkbox"/>	TAX ABATEMENT DISTRICTS	\$500 Fee + \$5,000 Escrow
<input type="checkbox"/>	TAX INCREMENT FINANCING (TIF) DISTRICTS	\$500 Fee + \$10,000 Escrow
<input type="checkbox"/>	TEMPORARY USE ADMINISTRATIVE PERMIT (1 <sup>ST</sup> one for non-profit or community events – within City limits – waived)	\$50 Fee
<input type="checkbox"/>	VACATION	\$500 Fee + \$1,000 Escrow
<input type="checkbox"/>	VARIANCE -Residential / Commercial / Industrial	\$350 Fee + \$1,500 Escrow
<input type="checkbox"/>	WETLAND DELINEATION / MITIGATION	\$500 Fee + Actual Cost
<input type="checkbox"/>	<b>TOTALS</b>	<b>\$_____ Fee, \$_____ Escrow</b>

<b>CURRENT ZONING DISTRICT:</b> <i>(Check all appropriate boxes)</i>		<i>(Circle appropriate District)</i>
<input type="checkbox"/>	Undesignated Zoning District	TWNSHP
<input type="checkbox"/>	Agricultural	A
<input type="checkbox"/>	Residential	R-1 R-1E R-2 R-3 R-4 R-5
<input type="checkbox"/>	Business	B-1 B-2 B-3
<input type="checkbox"/>	Industrial	I-1 I-2 I-3
<input type="checkbox"/>	Downtown Design District	DD
<input type="checkbox"/>	TOD District	TOD
<input type="checkbox"/>	Planned Unit Development	PUD
<input type="checkbox"/>	Shoreland Management Overlay	SM
<input type="checkbox"/>	Wetland Overlay	W

**DESCRIPTION OF REQUEST:** (attach additional information if needed)

Project Name:

Nature of Proposed Use (Narrative):

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#):

65 - \_\_\_\_ - \_\_\_\_

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 can only be accepted with ALL required support documents and fees. ***For plan preparation, please follow all applicable "Application Submittal Requirements" found within the Zoning and Subdivision Ordinances.***

**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 429.81 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

<b>Administrative Subdivisions</b>	Please provide two (2) Certificates of Survey at 22" by 34"; one (1) reproducible reduction at 11" by 17"; (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.
<b>Concept Plans</b>	Please provide ten (10) large scale copies at 22" by 34"; one (1) reproducible reduction at 11" by 17"; one (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.*
<b>Preliminary Plat</b>	Please provide ten (10) large scale copies at 22" by 34"; one (1) reproducible reduction at 11" by 17"; one (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.
<b>Final Plats</b>	Please provide ten (10) large scale copies at 22" by 34"; one (1) reproducible reduction at 11" by 17"; one (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.
<b>***</b>	<ol style="list-style-type: none"> <li>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"> <li>a. (1) If project lies within a DNR Shoreland District or Floodplain</li> <li>b. (1) If project lies adjacent to Big Lake Township or within an Orderly Annexation Area</li> <li>c. (1) If project is adjacent to a Sherburne county road or county state aid highway</li> <li>d. (1) If project is adjacent to a MN/Dot state highway</li> </ol> </li> </ol>



## DEVELOPMENT APPLICATION SCHEDULE

(Updated 12-02-15)

◆ - *Holiday: Schedule to be determined.*

DUE DATE FOR COMPLETED APPLICATION  <i>by NOON</i>	DATE OF PARK ADVISORY COMMITTEE MEETING  <i>Monday at 6:00 p.m.</i>	DATE OF PLANNING COMMISSION MEETING  <i>Wednesday at 6:30 p.m.</i>	DATE OF CITY COUNCIL MEETING  <i>Wednesday at 5:00 p.m.</i>
12/31/15	02/08/16	02/03/16	02/24/16
01/27/16	03/14/16	03/02/16	03/23/16
02/24/16	04/11/16	04/06/16	04/27/16
03/23/16	04/11/16	05/04/16	05/25/16
04/13/16	05/09/16	05/18/16	06/08/16
04/27/16	05/09/16	06/01/16	06/22/16
05/11/16	06/13/16	06/15/16	07/13/16
05/25/16	06/13/16	07/06/16	07/27/16
06/08/16	07/11/16	07/20/16	08/10/16
06/22/16	07/11/16	08/03/16	08/24/16
07/13/16	08/08/16	08/17/16	09/07/16
07/27/16	08/08/16	09/07/16	09/21/16
08/10/16	09/12/16	10/05/16	10/26/16
09/28/16	◆	11/02/16	11/23/16
10/26/16	11/14/16	12/07/16	12/28/16
11/23/16	12/12/16	01/04/17	01/25/17

- ***THIS SCHEDULE WILL BE FOLLOWED WITHOUT EXCEPTION.***
- Missing the application due date, any of the meeting dates, or submitting an incomplete application will result in a delay in the review of the application request.
- Highlighted rows indicate that a second Planning Commission meeting will be held each month during peak construction season.
- If you have questions related to this Development Application or to schedule an appointment to review an application, please contact Michael Healy, City Planner, at 763-251-2977, or [mhealy@biglakemn.org](mailto:mhealy@biglakemn.org).
- City Staff Project Review Meetings are typically held on Wednesday afternoons.



**For Office Use Only**

Project Name:					
Project Code:					
Fee Type:		Base Fee:		Escrow Fee:	
Received By:					
15 (Business Day) Review:		Incomplete Application Letter Date:		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:		Public Hearing Notice Publishing Date(s):		Public Hearing Date:	
Planning Commission Meeting Date & Time:					
City Council Meeting Date & Time:					
Continued Meetings:					