



City of Minnetrista Land Use Application

(Land use applications will not be considered complete and will not be accepted until all property owners have signed this application)

Land Use #: _____

I. Property Owner Information

Owner #1:

_____	_____	_____	_____	_____
(Name)	(Address)	(City)	(State)	(ZIP)
_____	_____	_____	_____	_____
(Phone #)	(E-mail)		(Fax)	

Owner #2:

_____	_____	_____	_____	_____
(Name)	(Address)	(City)	(State)	(ZIP)
_____	_____	_____	_____	_____
(Phone #)	(E-mail)		(Fax)	

(If there are more than two owners, please attach an additional page to provide their information & signature.)

II. Main Contact Person (if other than the above listed property owners)

_____	_____	_____	_____	_____
(Name)	(Address)	(City)	(State)	(ZIP)
_____	_____	_____	_____	_____
(Phone #)	(E-mail)		(Fax)	

III. Property Information

Address of Property: _____

Property Identification Number (PID): _____

Present Zoning: _____

Legal Description (From Deed or Certificate of Title): _____

(If additional space is needed, please attach an additional page.)

Lot: _____ Block: _____ Addition: _____

Property Described Is By: Abstract Torrens – Certificate #: _____

Location of Certificate: _____

Description of Request: _____

(If additional space is needed, please attach an additional page.)

IV. Application Request

_____ **SUBDIVISION OF LAND**

- _____ **Simple Subdivision** (\$400 + \$400 Deposit)
- _____ **Class I Subdivision**
 - _____ Sketch (\$500 + \$1,000 Deposit)
 - _____ Preliminary (\$800 + \$30/Lot + \$500/Lot Deposit)
 - _____ Final (\$350 + \$30/Lot + \$500/Lot Deposit)
- _____ **Class II Subdivision**
 - _____ Sketch (\$500 + \$1,000 Deposit)
 - _____ Preliminary (\$800 + \$30/Lot + \$500/Lot Deposit)
 - _____ Final (\$350 + \$30/Lot + \$500/Lot Deposit)
- _____ **Class III Subdivision**
 - _____ Sketch (\$600 + \$1,000 Deposit)
 - _____ Preliminary (\$1,000 + \$30/Lot + \$500/Lot Deposit)
 - _____ Final (\$500 + \$30/Lot + \$500/Lot Deposit)
- _____ **Planned Unit Development (PUD)**
 - _____ Sketch (\$600 + \$1,000 Deposit)
 - _____ Preliminary (\$1,000 + \$30/Lot + \$500/Lot Deposit)
 - _____ Final (\$500 + \$30/Lot + \$500/Lot Deposit)
 - _____ PUD Amendment (\$300 + \$1,000 Deposit)
- _____ **Expedited Subdivision**
 - _____ Sketch (\$100 + \$300 Deposit)
 - _____ Preliminary/Final (\$500 + \$30/Lot + \$500/Lot Deposit)
- _____ **Site Plan Review** (\$600 + \$1,500 Deposit)

_____ **VARIANCE**

- _____ Structural (\$300 + \$300 Deposit)
- _____ Wetlands (\$300 + \$300 Deposit)

_____ **CONDITIONAL USE PERMIT**

- _____ Standard Application (\$600 + \$1,500 Deposit)
- _____ Amending Application (\$300 + \$300 Deposit)
- _____ Administrative Home Occupation (\$100)
- _____ Accessory Building \geq 1,000 sq. ft. (\$250 + \$1,000 Deposit)

_____ **INTERIM USE PERMIT**

- _____ Standard Application (\$600 + \$1,500 Deposit)
- _____ Amending Application (\$300 + \$300 Deposit)

_____ **COMP PLAN/CODE AMENDMENTS***

- _____ Comp Plan Amendment (\$800 + \$1,000 Deposit)
- _____ Code/Text Amendment (\$400 + \$1,000 Deposit)
- _____ Rezone Request (\$400 + \$1,000 Deposit)

*All Comp Plan/Code Amendments are also responsible for printing costs to update all City documents.

_____ **EXCAVATION/FILL**

- _____ Non-Shoreland District (\$300 + \$300 Deposit)
- _____ Shoreland District (\$400 + \$1,000 Deposit)
- _____ Administrative Review (\$300 + \$300 Deposit)

_____ **OTHER:** _____

V. Notice of Fees and Authorization of Application

The City Fee Schedule states that the property owner shall reimburse the City for all related costs generated by this application. Such expenses may include, but are not limited to, overhead costs (printing, mailing, supplies, etc.) and fees paid to consultants and other professionals (primarily legal and engineering). These fees are due immediately upon notification by the City, and if not paid, will be assessed to the owner(s) of the subject property. Upon request, the City will provide an itemized statement of the various expenses incurred by the City as a result of the application. The City reserves the right to withhold final action on a land use application and/or rescind prior action until all fees are paid. The City may also require deposits if deemed necessary.

In signing this application, you are acknowledging that you have read the above statement and fully understand that you are responsible for all costs incurred by the City in processing and reviewing this application. Signing below is also authorizing City staff, commission members, council members to access and inspect the property during the application period.

Property Owner Signatures:

Property Owner #1: _____ Date: _____

Property Owner #2: _____ Date: _____

Administrative Use:

Date Received: _____

Fee: _____

Receipt Number: _____

Deposit: _____

Memo

To: Applicant

From: City of Minnetrista

Re: Billing for Engineering and Legal Fees

This memo is to inform you that by signing the City's application you are responsible for payment of any bills relating to services provided by the City's engineering firm or legal firm. Often times, applicants acknowledge this requirement, but are not aware of how much they could be billed for services relating to their specific application. Attached you will find a copy of the engineering firm's billing rates; the attorney's billing rate is \$295 per hour.

Sample Engineering Billing.

The following is a mock-up of engineering expenses related to the review of an application.

	Number of Hours	Billing Rate	Ext.
Project Manager	16.5	\$ 121 / HR	\$ 1,996.50
Registered Engineer	7.5	\$96/ HR	\$ 720.00
Erosion Control Specialist	3	\$ 112 / HR	\$ 336.00
Inspector	1.5	\$ 86/ HR	\$ 129.00
Total			\$ 3,181.50

Continued Engineering Expenses

In the event that the city code, City Council, or other regulatory agency requires inspections or some kind of continued involvement of the engineering firm (due to the nature of a particular application), there will be ongoing engineering expenses throughout the life of the project. In the event that on-going inspections are necessary, this expense will continue to be billed to the

applicant. For example, if the inspector is on site once a week for 1 hour, the applicant can expect to be billed at least \$86 each week.

Legal Expenses

Assuming that the City attorney will need to spend some hours on this application, the applicant could expect—in addition to engineering expenses—a billing for legal expenses. While you will have access to the City attorney to discuss your application, please be aware that you will be billed for this service (i.e. if you as an applicant contact the attorney frequently throughout project, your costs will increase according to the amount of the attorney's time used.

Billing Frequency

Engineering and Legal services are provided by consulting firms for the City of Minnetrista. As such, applicants do not typically receive bills for engineering or legal services immediately after these services are rendered. For example, Engineer billings usually cover approximately two months worth of activity. As applicants are not billed directly by the consulting firm, the City will receive—and pay—the initial bill. An applicant will then be billed *by the City* to recover the costs already incurred. Therefore, if an application is reviewed during the month of January, the City may not receive the bill for such work until the end February at the earliest (as billing from the consulting firm may be for all activity in January AND February). The City will pay this expense, and a bill will be sent out to the applicant in March or April. Due to these billing cycles, it is common for applicants to receive bills several months after their project is complete. Applicants are given 30 days to pay accumulated fees. If these fees are not paid within 30 days a 2/3% monthly interest fee will be charged and a 1/3% late fee will be applied for a total 1% fee added monthly to the delinquent invoice.

Please call the Minnetrista Finance Department at 952-446-1660 and if you have any questions.