



Planning Case #: _____

Fees: _____

Date Received: _____

Check No.: _____

Land Use Application

General Information:

Property Owner: _____

Owner Address: _____

Applicant: _____

Applicant Address: _____

Telephone: _____ Email: _____

Address of Property Involved: _____

Property Identification Number: _____ Current Zoning: _____

Type of Request:

- _____ Conditional Use Permit
- _____ Variance (Zoning or Sign)
- _____ Subdivision
- _____ Lot Consolidation
- _____ Rezoning
- _____ Concept/Master/Final Planned Unit Development
- _____ Concept/Site Plan Review
- _____ Comprehensive Plan Amendment
- _____ Other: _____

Description of Request:

NOTE: If a variance request, a hardship statement identifying how the application meets the five variance requirements outlined in Section 27, Subd. 2 of the Zoning Ordinance must be included with the application form.

Certified Land Survey and Site Plan Requirements

The City of Long Lake requires the submittal of a certified land survey and site plan(s) for all development projects in the City. The City requires **four (4)** large scale copies (add **three (3)** copies if the property abuts a State highway; **one (1)** copy if it abuts a Hennepin County highway; and **one (1)** copy if it abuts a DNR protected wetland) plus **twenty-six (25)** 11" x 17" reductions with an accurate scale for review by staff, the Planning Commission and the City Council. *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.*

True and accurate representation of the following requirements is the responsibility of the applicant. In all cases, the survey and site plan shall contain:

Complete Incomplete N/A

***General Information:**

- Legal Description
- North point and graphic scale
- Benchmark Information
- Date of Survey
- Name of surveyor and registration number

***Project Information:**

- Name of project
- Location of project and assigned site address
- Name and address of owner/developer
- A separate written statement describing the intended use of the property and why the City should approve the request (including hardship statement if application is for a variance)

***Site Plan Information:**

- Dimensioned construction site plan with boundary lines of project site at a scale of not less than (1) inch to fifty (50) feet (Iron monuments must be shown)
- Existing and proposed topographic information at two (2) foot intervals extending 100 feet from the exterior boundary
- Principal building location(s), dimensions and setbacks
- Accessory building location(s), dimensions, and setbacks
- Site details, including driveway, sidewalk, fence and retaining wall locations (existing and proposed)
- Landscaping plan with species and sizes of existing and proposed vegetation
- Lighting plan including specifications of proposed lighting and photometric plan

***Building Information:**

- Dimensioned construction plan exterior elevations of all building sides and building floor plans drawn to a minimum scale of 1/8"=1'
- Dimensioned construction plan building sections drawn to a minimum scale of 1/8"=1'

Environmental Information:

- Shoreland boundary (including official OHW elevation)
- Wetland boundary (including a copy of the delineation report)
- Floodplain/floodfringe boundary including elevations at building and lot corners
NOTE: The lowest floor elevation (including basement) must be included

Easement Information:

- Private and public easement locations and dimensions, including the written easement language (if applicable)
- Utilities and rights-of-way easements including man-hole elevations, pipe elevations and sizes, and written easement language (if applicable)

Utilities and Infrastructure Information:

- Traffic study including traffic flow and existing and projected volumes in and around the subject property. NOTE: Information must be prepared by a professional engineer.
- Utilities plan—sizes and locations:
 - _____ Sanitary sewer, water main, natural gas & electrical load
 - _____ Storm sewer design, catch basin inverts and locations, NURP pond dimensions and dimensions
 - _____ Surface water collection and conveyance features including arrows indicating the direction of surface water flow over the map of proposed contours
 - _____ Surface water ponds, drainage ditches and wetlands.
 - _____ Drainage (storm water) calculations, including curve numbers for the property

Other Considerations:

- Parkland dedication (required for subdivisions creating more than two lots)
- Samples of proposed building materials (required for Design Review Subcommittee)
- Details of proposed signage, if applicable
- Photographs showing the location of the proposal and its relationship to the site and existing buildings

****Informal graphic review application requirements are provided on the last page of this packet.***

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 Planner has received and examined the application and determined that the application is complete. The application shall be deemed complete or incomplete within fifteen (15) business days following the submittal of the application. The applicant will be notified regarding the completeness of the application.

Payment of Fees and Filing Requirements

The City requests that you make a pre-application meeting with the City Planner to discuss the application process, filing requirements, fees, deadlines, and plan submittals. The undersigned acknowledges that she/he understands that before this request can be considered, the required application fee must be paid to the City in advance. *If additional fees are required to cover costs incurred by the City, the City Planner has the right to require additional payment from one or more of the undersigned, who shall be jointly liable for such fees.* Such expenses may include (but are not limited to) consultant review of the application by the City Attorney, City Engineer or other professionals.

Agenda Deadline and Meeting Schedule

The deadline for submittal of land use applications is listed in the table below. There are **no exceptions**. All regularly scheduled Planning Commission and City Council meetings are held in the City Hall Council Chambers beginning at 6:30 p.m. 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 for land use applications in 2009:

<u>Date Due for Plans:</u>	<u>Planning Commission Review:</u>	<u>City Council Review:</u>
December 10, 2008	January 13	January 20
January 7	February 10	February 17
February 11	March 10	March 17
March 11	April 14	April 21
April 15	May 12	May 19
May 13	June 9	June 16
June 10	July 14	July 21
July 15	August 11	August 18
August 12	September 8	September 15
September 9	October 13	October 20
October 14	November 10	November 17
November 11	December 8	December 15

Notice of Meeting Attendance

In order for the Planning Commission to consider any application, the property owner, applicant, or representative previously designated in writing must be present at the scheduled meetings. If not, the matter will be tabled until the next available agenda.

Notification of Minnesota Statutes Section 15.99

On July 1, 1995, the Minnesota State Legislature passed a law that required approval and/or denial of all planning requests by a governmental agency within sixty (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 sixty days and may request further extension of this review period from the applicant.

Acknowledgement and Signature

I acknowledge that I have read all of the information listed in the City of Long Lake Land Use Application and fully understand that I am responsible for consultant costs incurred by the City related to the processing of this application.

Applicant

Date

Property Owner

Date



2009 Land Use Application Fees

Variance/ Conditional Use Permit

Business/Industrial Properties	\$300
Homestead Properties	\$200
Sign Variance	\$300

Expansion of a Nonconforming Use or Structure

Business/Industrial Properties	\$300
Homestead Properties	\$200

Rezoning/Zoning Ordinance Amend. \$500

Comprehensive Plan Amendment \$600

Planned Unit Developments

Concept Plan	\$300
Master Development Plan/Zoning Amend	\$500 + escrow
Final Site & Bldg. Plan Review	\$700 + escrow
Amendment	\$300

Subdivision

Minor (6 lots or less)	\$500 + escrow
Major (more than 6 lots)	\$700 + escrow
Combination	\$300
Consolidation	\$300
Correction	\$300

Site Plan Review

Informal Concept Review	No Charge
Single Family	\$300
Multiple Family (incl. duplexes)	\$500 + escrow
Commercial/Industrial	\$500 + escrow