

No. \_\_\_\_\_

**CITY OF NORTH OAKS, MINNESOTA**  
**APPLICATION FOR CUP, VARIANCE, APPEAL, AMENDMENT, PLAN REVIEW**

Location of Property: (address) \_\_\_\_\_

Legal Description of Property:      Tract \_\_\_\_\_      RLS \_\_\_\_\_

**Fee Owner:**

\_\_\_\_\_

Name

Address

\_\_\_\_\_

City

State

Zip

Contact Number/s

Email Address

*Signature of Fee Owner:* \_\_\_\_\_      Date \_\_\_\_\_

**Applicant:**

\_\_\_\_\_

(if different from owner)

Name

Address

\_\_\_\_\_

City

State

Zip

Contact Numbers/s

Email Address

*Signature of Applicant:* \_\_\_\_\_      Date \_\_\_\_\_

Type of Request: *(Please circle correct request)*

**CONDITIONAL USE PERMIT**      (as provided for in Chapter 151.076 of Code of Ordinances)

**VARIANCE**

**APPEAL**

**AMENDMENT**

**BUILDING / SITE PLAN REVIEW**

**OTHER**

Please attach **ten (10)** copies of detailed written and graphic material fully explaining the proposed request and include the reason for the request, present zoning classification and existing use of the property.

(For office use)

**Application received with \$450 application fee (or per [fee schedule](#))** on \_\_\_\_\_ Check #      Amt \$

**Escrow (per [fee schedule](#)) received** on \_\_\_\_\_ Check #      Amt \$

**Date for review of completeness** fifteen (15) business days from initial receipt \_\_\_\_\_

\* If application is deemed incomplete, **written** notice must be sent to the applicant by above date stating the items that need to be submitted for the application to be deemed complete.

**Deadline for action** sixty (60) days from initial receipt \_\_\_\_\_

**Extended deadline** \_\_\_\_\_

\*\* City may extend the review period by up to sixty days from the end of deadline for action only if applicant is notified in **writing** prior to the end of the initial sixty (60) day review period. The deadline may be extended beyond sixty days with applicant’s approval.

**Conditional Use or Amendment request - Public Hearing date** \_\_\_\_\_

**Planning Commission action:**

Approval or disapproval on \_\_\_\_\_ with conditions \_\_\_\_\_

**City Council Action:**

Approval or disapproval on \_\_\_\_\_ with conditions \_\_\_\_\_

**Variance, Appeal, Building/Site Plan Review, Other**

**Action of Board of Adjustment and Appeals:**

Approval or disapproval on \_\_\_\_\_

**Bond Required** \_\_\_\_\_

Bond Received on \_\_\_\_\_

**APPLICANT RESPONSIBILITY FOR PAYMENT**

As authorized in Chapter 151.083 of the Ordinance Code, an applicant will be responsible for full reimbursement of incurred costs to the City of North Oaks. (A copy of this section of the Ordinance is available upon request\*\*)

A typical process for reviewing a zoning action may include the following: City employee help in explaining the application process, City employee receipt of completed application and proper scheduling on appropriate agenda, one legal notice for a public hearing (if applicable), written notice to abutting property owners (if applicable), generation of a staff report, presentation of the staff report to the Planning Commission and presentation of the staff report and Planning Commission recommendation to the City Council.

**City reimbursement policy:** An applicant can withdraw their request at any time during the review process, however the application fee is non-refundable. Any remaining escrow deposit that is not needed to pay incurred costs to the date of application removal will be refunded to the applicant within sixty days.

**I acknowledge that I have read and fully understand the above statements.**

\_\_\_\_\_  
**Applicant’s Signature**

Date \_\_\_\_\_

\*\* § 151.083 FEES. (A) To defray the administrative costs of processing applications for conditional uses, amendments, variances, or appeals, a nonrefundable base fee, as established by the city from time-to time, per application shall be paid by all applicants when the application is filed. (B) (1) In order to defray any additional cost over and above the normal processing of an application for a conditional use, an amendment, a variance, an appeal, or in determining the adequacy of off-street parking, loading, unloading, and service entrances, or when an amended plan must be reviewed by the city, the applicant shall reimburse the city for the costs the city may incur in employing the services of engineers, attorneys, and/or other professional consultants in connection with the application. (2) An initial deposit, as established by the city from time to time, may be requested by the Zoning Administrator for these services. (3) If this amount does not cover all the costs, the applicant will be so advised and full reimbursement hereunder shall be made whether the application is approved or denied. (C) A nonrefundable fee, as established by the city from time to time, for each certificate of occupancy shall be paid when the application is filed. (Ord. 94, § 8.9, passed 2-11-1999; Am. Ord. passed 11-24-1999; Am. Ord. passed 7-24-2001; Am. Ord. passed 10-22-2002; Am. Ord. passed 4-1-2003; Am. Ord. passed 12-23-2003)