



# City of Wayzata

## Development Application

### Project Information:

Project Name: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant (if different than owner): \_\_\_\_\_<sup>1</sup>

Prior Applications to Wayzata under different names: \_\_\_\_\_

Address (if different than owner): \_\_\_\_\_

Responsible contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address of Property Involved: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Identification Number: \_\_\_\_\_

Tax and assessment status: Current \_\_\_\_\_ / Delinquent \_\_\_\_\_  
Amount Delinquent \$ \_\_\_\_\_

Type of Request:

- \_\_\_\_\_ Design Review
- \_\_\_\_\_ Conditional Use Permit
- \_\_\_\_\_ Variance
- \_\_\_\_\_ Subdivision
- \_\_\_\_\_ Rezoning
- \_\_\_\_\_ Zoning Amendment
- \_\_\_\_\_ Comprehensive Plan Amendment
- \_\_\_\_\_ Planned Unit Development
- \_\_\_\_\_ Other

<sup>1</sup> The Applicant disclosed is the real principal in interest and is not acting for another party.

**Description of Request:**

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Applicant may attach other letter sized materials.

**Additional Information:**

**Payment of Fees**

The undersigned acknowledges that before this request can be considered, all required information and fees (including all up front escrow deposits) must be paid to the City. If additional fees are required to cover costs incurred by the City, the City Manager 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) personnel costs, fees for consultants, legal assistance and other professionals, recording fees, along with other overhead costs. The amount of escrow is determined by the City of Wayzata fee schedule in effect at the time of the application submittal.

The undersigned also acknowledges that it may be required to file, at his or her expense, appropriate resolutions, agreements or other documents evidencing approval of the application.

The undersigned agrees that the City may withhold the issuance of a building permit until all financial matters are resolved. If need be, the City reserves the right to pass outstanding balances from this application to Hennepin County to be assessed with next year's property taxes for the property involved as indicated on page one of this application and the Property Owner agrees to such assessment.

**Complete / Incomplete Applications**

Placement of any Application on City agendas is at the discretion of the City, including the time of consideration. An application will not be placed on any agenda until City staff has received the appropriate materials and financial matters are in order. The application approval time commences and an application is considered officially filed when City staff has received and examined the application and determined that the application is complete. The application shall be determined by City staff to be complete or incomplete within ten (10) business days following submittal of the application. When the application is deemed to be "complete" it shall be placed on the agenda of the first possible Planning Commission business meeting subject to the agenda deadline discussed below.

### **Agenda Deadline**

The deadline for submittal of land use applications is the first day of the month preceding the month of Planning Commission review. For example, to be on the Planning Commission agenda for November the complete application would need to be submitted by October 1. **The application is required to be deemed complete by the deadline in order to be scheduled on the agenda.** City staff recommends that the application material be submitted two weeks prior to the application deadline to allow time for City staff to determine if any additional materials are needed before the application can be deemed complete. This also allows a few days for the applicant to gather the additional information required for the submittal. Please note applications submitted outside of regular City Hall hours will not be received until the following business day. For example, applications submitted after 11:00 a.m. on Fridays will be considered submitted on the following Monday. Regular City Offices business hours are as follows, Monday thru Thursday, 7:00 a.m. to 4:30 p.m., Friday 7:00 a.m. to 11:00 a.m. The phone number for City Hall is 952-404-5300.

### **Notice of Meeting Attendance**

In order for the Planning Commission and City Council to consider any application, the applicant or a representative designated in writing before the meeting must be present at the scheduled meeting. If not, the matter will be tabled until the next available agenda.

### **Accessibility to Property for Site Review**

The signature of the Property Owner on this form hereby grants City staff and City officials access on to the subject property for the purpose of conducting a site visit as part of the project review and consents to the review of such records of the Owner, Applicant or otherwise relating to the development as are necessary.

### **Certified List of Property Owners**

The applicant shall provide the City with a certified list from Hennepin County of the names and addresses of the property owners located within at least 350 feet of the subject Property. **Please refer to the City of Wayzata Certified List Handout for details.** The certified mailing list must also include a full set of mailing labels for the involved properties.

### **Regular Meeting Schedule**

Planning Commission	First Monday of every month at 7:00 PM
City Council	First and Third Tuesday of every month at 7:00 PM

Applicants are advised that additional meetings and/or workshops are scheduled when necessary upon approval of the Planning Commission and are usually held on the third Monday of every month.

**Acknowledgment and Signature of Owner and Applicant**

I acknowledge that I have read all of the information discussed in the City of Wayzata Development Application and fully understand that I am responsible for all costs incurred by the City related to the processing of this application and agree with all items above.

\_\_\_\_\_  
Property Owner as indicated on page one

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant (if different than Owner)

\_\_\_\_\_  
Date

*The applicant shall not change or alter this form in any way.  
Alteration is grounds for rejection.*

**FOR CITY USE ONLY**

Date of Receipt: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Recorded by: \_\_\_\_\_

Date accepted as complete: \_\_\_\_\_ Accepted by: \_\_\_\_\_