

2020 Development Application

Project Address(es): _____

Project Name: _____ Date Filed: _____

Property Owner: _____

Property Owner Address: _____

Applicant (if different than owner): _____¹

Address (if different than owner): _____

Responsible Contact Person: _____

Phone: _____ E-Mail: _____

Property Identification Number(s): _____

Legal Description (Attach if Necessary): _____

Tax and assessment status: Current _____ Delinquent _____ Amount \$ _____

Type of Request:

- _____ Conditional Use Permit
- _____ Comprehensive Plan Amendment (Re-guiding)
- _____ Design Review
- _____ Extension of Development Approvals
- _____ Planned Unit Development Concept Plan
- _____ Planned Unit Development General Plan
- _____ Shoreland Impact Plan/Conditional Use Permit
- _____ Subdivision (Lot Combination, Plat)
- _____ Telecommunications Facility
- _____ Vacation (Street or Easement)
- _____ Variance
- _____ Zoning Map Amendment (Rezoning)
- _____ Zoning Ordinance Amendment (Text)

Brief Description of Project: _____

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

Required Documents

The Wayzata City Code includes the list of required documents for each type of application. Please refer to each relevant Section of City Code or contact City staff for assistance.

Document Format Requirements:

Digital Submission with USB

- PDF format
- 11 x 17 size for plan sheets
- 8 ½ x 11 size for narratives and letters
- Compressed file size for easy download

Paper Submission is not required unless later requested by City staff.

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. A current fee schedule is attached to this application form.

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 fifteen (15) 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 generally 30 days prior to the anticipated date of the Planning Commission's review. For example, to be on the Planning Commission agenda for November 1 meeting, a *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.** Since applications are typically missing information at the first submittal, 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 City will provide the Applicant with a certified list from Hennepin County of the names and addresses of the property owners located within at least 350-500 feet of the subject Property if requested for a Neighborhood Meeting. The City will mail all required notices to adjacent property owners in accordance with State Statutes.

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 are scheduled when necessary upon approval of the Planning Commission and are usually held on the first and 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: _____

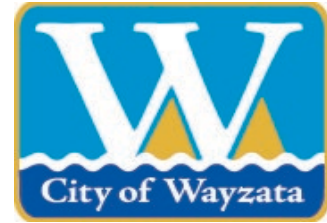
Date accepted as complete: _____ Accepted by: _____

**2020 Development Application
Fees & Escrows**

INDIVIDUAL APPLICATIONS	Fee	Escrow
Conditional Use Permit		
Single or Two Family Residential Uses	\$670	\$1,650
All Other Uses	\$1,290	\$3,300
Variance		
Single of Two Family Residential Uses	\$670	\$1,650
All Other Uses	\$1,290	\$3,300
Subdivision		
Minor Subdivision or Lot Combination	\$670	\$1,650
Preliminary Plat	\$1,900	\$3,300
Final Plat	\$670	\$1,650
Vacation		
Easement Vacation	\$670	\$3,300
Street Vacation	\$670	\$3,300
Design Review		
Façade Changes Only	\$670	\$1,650
New Structure or Addition	\$1,900	\$3,300
Planned Unit Development		
Concept Plan	\$1,900	\$3,300
General Plan	\$1,900	\$3,300
Minor Amendment (No Structure Change)	\$670	\$1,650
Major Amendment (Structure Change)	\$1,900	\$3,300
Zoning Amendment		
Ordinance (Text) Amendment	\$1,900	\$3,300
Map Amendment	\$1,900	\$3,300
Comprehensive Plan Amendment	\$1,900	\$3,300
Telecommunications Facility	\$670	\$1,650
Extension of Development Approvals	\$360	
COMBINED APPLICATIONS		
Single and Two Family Residential Variances and CUPs		
Two Applications	\$825	\$2,060
Three Applications	\$980	\$2,475
Four Applications	\$1,135	\$2,885
Five or More Applications	\$1,290	\$3,300
All Other Uses and Types of Applications		
Two Applications	\$2,420	\$4,120
Three Applications	\$2,885	\$5,150
Four Applications	\$3,350	\$5,665
Five or More Applications	\$3,810	\$6,695

All application fees and escrow payments are due at the time the development application is submitted to the City. The escrow will be used to pay for any external expenses that the City incurs in reviewing the development application, including but not limited to legal, third party, and City consultant expenses. If at any time during the review of the development application the escrow balance for the development application is less than \$500, the City may require an additional escrow payment for an amount up to the original escrow payment.

City of Wayzata 2020 Meeting Calendar



January 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Energy & Environment Committee - 5:00 PM
- Planning Commission - 6:30 PM
- City Council - 7:00 PM
- Wayzata School Board
- Lake Minnetonka Conservation District (LMCD)
- Heritage Preservation Board (HPB) - 5:00 PM
- Housing & Redevelopment Authority (HRA) - 7:30 AM
- Parks & Trails Board - 6:00 PM
- Charter Commission - 9:00 AM
- Elections (see below)
- Night to Unite

Meeting dates and times are subject to change. Dates can be confirmed by calling City Hall.

Holiday Observed
City Offices Closed

Presidential Nomination Primary Elec - 3/3/20

Primary Election - 8/11/2020

General Election - 11/3/2020
