



CITY OF MONTICELLO

Community Development
 505 Walnut Street, Suite 1 | Monticello, MN 55362
 (763) 295-2711 | Community.Development@MonticelloMN.gov

Land Use Application

PROPERTY INFORMATION	
Property Address	
Property Legal Description	
Property ID Number	
PROPERTY OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone/Email	/
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone/Email	/
The information you provide on this application is considered public data. Please do not provide information which you do not wish to be publicly accessible.	

APPLICATION	LAND USE APPLICATION TYPE	APPLICATION FEE
	Amendment to Ordinance	
	Map Amendment (Rezoning)	\$400 + escrow
	Text Amendment	\$400
	Comprehensive Plan Amendment	\$300 + escrow
	Conditional Use Permit	\$300 + escrow
	Interim Use Permit	\$300 + escrow
	Planned Unit Development/The Pointes at Cedar	
	Concept Submittal (<i>NOT A FORMAL LAND USE APPLICATION</i>)	\$50 + \$3500 escrow
	Development Stage or Amendment to Existing	\$300 + escrow (minimum \$2,000)
	Final (PUD Only)	\$50 + escrow
	Adjustment	\$50 + \$1,000 escrow
	Other (Wild and Scenic/Temp Infrastructure, etc.)	N/A
	Site Plan Review	N/A
	Subdivision	
	Simple Subdivision	\$200 + escrow
	Administrative Lot Combination	\$200 + escrow
	Sketch Plan Review	\$50 + \$1000 escrow
	Preliminary Plat	\$300 + escrow (minimum \$2,000)
	Final Plat	\$50 + escrow
	Variance	\$300 + escrow
	Special Planning Commission Meeting* <i>*Request relies on availability of Commission quorum</i>	\$350

LAND USE APPLICATION PLAN REVIEW ESCROW				
Commercial/Industrial/Institutional		*See escrow statement on reverse.	Residential	
0-3 Acres	\$2,000		1 unit	\$1,200
4-10	\$6,000		2 + units	\$1000 base + \$100/unit – up to \$10,000 for initial escrow
11+	\$8,000			

LAND USE APPLICATION FEE & ESCROW CALCULATION		
Total Fees from Above	(only one fee required for combination applications)	\$
Total Escrow from Above		\$
TOTAL TO BE PAID AT APPLICATION		\$

Property Owner's Statement	
I am the fee title owner of the described property and I agree to this application. I certify that I am in compliance with all ordinance requirements and conditions regarding other City approvals that have been previously granted. All property owners of a Planned Unit Development (PUD) must sign for any proposed PUD changes.	
Printed Name/Title:	
(Signature)	(Date)

Applicant's Statement	
This application shall be processed in my name and I am the party whom the City should contact regarding the application. I have completed all of the applicable filing requirements and I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current policies related to this application and that the documents and information I have submitted are true and correct.	
Printed Name/Title:	
(Signature)	(Date)

Applicant's Statement Regarding Fees & Escrows	
I acknowledge the Fees & Escrow Purpose explanation below and hereby agree to pay all statements received pertaining to additional application expense and City review.	
Printed Name/Title:	
(Signature)	(Date)

Timeline for Review

MN State 15.99 allows a 60-day review period for final action on a land use application (plat applications allow for 120 days), once an application is found to be complete, unless the City extends the review period and so notifies the applicant. Requests will not be scheduled for public hearing or City review until all required information has been provided and found to be complete by the Community Development Department.

Purpose of Fees & Escrow

Fees: The application fees are used for publication of the public hearing notice in the Monticello Times, for postage to mail the required notice to adjacent properties as outlined by ordinance, and recording fees.

Escrow: Escrow amounts as listed in this application form are a written estimate of consulting and staff time and cost for case review and preparation of documents related to the application. This may include engineering, legal, planning and environmental consultation. Should the original escrow be exceeded, the applicant or responsible party will be billed for all additional services. In signing the acknowledgment above, the applicant is indicating that they have not relied on the estimate of fees in their decision to proceed with the application.

It is the policy of the City of Monticello to require applicants for land use approvals to reimburse the City for costs incurred in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City. These costs include all of the City's out-of-pocket costs for expenses, including the City's costs for review of the application by the City's staff, Consulting Engineer, Consulting Planner, City Attorney, or other consultants.

The City will reimburse unused escrow or invoice the applicant for these costs within 3 months of final action on the land use application, or when the record plans meeting conditions of approval have been received, and payment will be due within thirty (30) days. Payment of costs will be required whether the application is granted or denied.

CERTIFY UNPAID CHARGES. If the project is abandoned by Applicant, or if the eligible expenses incurred by the City exceed the amount in escrow, the City shall have the right to certify the unpaid balance to the subject property pursuant to Minn. Stat. §§ 415.01 and 366.012.

CITY REVIEW INFORMATION – INTERNAL USE		
Application Received Date	Planning File Number:	
Application Determined Complete Date/By	/	
Application Action Deadline Date	60 Days	120 Days