



**CITY OF BIG LAKE**

Community Development

160 Lake St. N | Big Lake, MN 55309

(763) 263-2107 | [mpopp@biglakemn.org](mailto:mpopp@biglakemn.org) and [tkohl@biglakemn.org](mailto:tkohl@biglakemn.org)

**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	/
<b>The information you provide on this application is considered public data.</b>	

APPLICATION	LAND USE APPLICATION TYPE	APPLICATION FEE
	Amendment to Ordinance	
	Map Amendment (Rezoning)	\$500 + \$1,000 escrow
	Text Amendment	\$500 + \$1,000 escrow
	Comprehensive Plan Amendment	\$500 + \$1,000 escrow
	Conditional Use Permit	\$500 + \$1,000 escrow
	Interim Use Permit	\$500 + \$1,000 escrow
	Variance	\$350 + \$1,000 escrow
	Concept Submittal ( <i>NOT A FORMAL LAND USE APPLICATION</i> )	\$250 + \$1,000 escrow
	Planned Unit Development	\$750 + \$3,000 escrow
	Site Plan Review	\$300 + \$2,000 escrow
	Subdivision	
	Simple Subdivision	\$500 + \$3,000 escrow
	Administrative Subdivision	\$300 + \$1,000 escrow
	Preliminary Plat	\$300 + \$5,000 escrow
	Final Plat	\$300 + \$3,000 escrow
	Wetland Review	\$500 + \$350 escrow
	Environmental Review – EAW/EIS/AUAR	\$500 + \$5,000 escrow
	Special Planning Commission Meeting* <i>*Request relies on availability of Commission quorum</i>	\$350

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.	
Printed Name/Title:	
(Signature)	(Date)

<b>Applicant's Statement</b>	
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)

<b>Applicant's Statement Regarding Fees &amp; Escrows</b>	
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 (preliminary 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 and mailing of the public hearing notice, consulting fees, 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 Big Lake 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 invoice the applicant for these costs

All fees and expenses are due whether the application is approved or denied.

<b>CITY REVIEW INFORMATION – INTERNAL USE</b>		
<b>Application Received Date</b>		
<b>Application Determined Complete Date/By</b>	/	
<b>Application Action Deadline Date</b>	60 Days	120 Days