



Application No. 23 - LUA

**CITY OF SPRING PARK
GENERAL LAND USE APPLICATION
2023**

APPLICATION TYPE:

- Ordinance Amendment Variance Request Interim Use Permit Request
- Conditional Use Permit Rezoning Request Site & Building Plan Review
- Administrative Permit Other (please specify below)

PROPERTY INFORMATION

Property Identification Number (PID): _____
Street Address: _____
Legal Description: _____
Other Information: _____

APPLICANT INFORMATION

Applicant Name _____ Phone _____
Business Name _____ City _____ State _____ Zip Code _____
Business Address _____ E-mail Address _____
Name/Title Contact Person _____ Cell Phone # For Contact Person _____

PROPERTY OWNER INFORMATION (if different than applicant)

Owner's Name _____ Phone _____
Business Name _____ City _____ State _____ Zip Code _____
Business Address _____ E-mail Address _____
Name/Title Contact Person _____ Cell Phone # For Contact Person _____

DESCRIPTION OF REQUEST

Existing Use of Property: _____

Nature of Proposed Use: _____

Reason to Approve Request: _____

Please describe any previous applications pertaining to the subject site: _____

Project Name: _____

Date of Application: _____

APPLICATION FEES & EXPENSES:

The undersigned has paid the application fees and posted the required escrows for this application. The undersigned agrees to pay all expenses incurred by the City of Spring Park for review and processing of this application, including expenses for legal, planning, engineering, administrative and/or other professional services. If these expenses exceed the application fee paid and the posted escrows, the undersigned understands and agrees that it is the responsibility of the applicant and property owner to pay such expenses in full within 30 days of the date of the bill from the City. If the City does not receive payment in full within 30 days of the date of the bill, the City may approve a special assessment against the property for the full amount of such unpaid expenses and the property owner specifically agrees to waive all appeals under Minnesota Statutes 429.82. All fees and expenses are payable in full whether the application is approved or denied. Escrow funds received in excess of the City's expenses for review and processing of the application will be returned to the applicant/property owner.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy, code, and ordinance requirements and are complete to the best of my knowledge.

I understand that this application will be processed in accordance with the established City review procedures and Minnesota Statutes Section 15.99, as amended, supplemented, or replaced from time to time, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, as amended, supplemented or replaced from time to time, the City will notify the applicant within 15 business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denial of this application.

A complete application shall include a completed and signed application form, payment of all required fees and escrows, and a complete plan submission for the specific application.

The undersigned, an applicant for a permit under the rules and regulations of the City of Spring Park, understands and consents to the release and use of private or confidential data, as described above.

I acknowledge and grant permission to any City staff members, city consultants, council, or planning commission members to access the property named in this application at any time during the application process in order to view, evaluate and understand this request.

Applicant Printed Name: _____ Date: _____

Property Owner: _____

(For office use only)

Application #: _____

Did City Council Approve? _____ Yes _____ No

Fee Amount: _____ Receipt/Check #: _____

Additional conditions attached? _____ Yes _____ No

Escrow Amount: _____ Receipt/Check #: _____

Resolution attached? _____ Yes _____ No

Date application received: _____

Date of CC Approval: _____

Date sent to City Planner for review: _____

Date of expiration if no action by applicant: _____

Date applicant was sent notice of missing info: _____

Date City sent final decision to applicant: _____

Date 60-day clock runs out: _____

Extension Request

Date notification mailed to 350' owners: _____

Date Extension Request Received: _____

Sent legal notice to paper? _____ Yes _____ No

Additional Fees Required? _____ Yes _____ No

Date legal notice was published in paper: _____

Fee Amount: _____ Receipt/Check #: _____

Date of public hearing w/PC: _____

City Staff/Planner Reviewed? _____ Yes _____ No

Date applicant was notified of extension: _____

Date of City Council Approval: _____

Deadline for City action under extension or waiver: _____

New Expiration Date: _____

Date of City Council Mtg for consideration: _____

Comments: _____

Helpful hints & reminders:

- Missing info? If the city gives such notice, it must do so within 15 business days after the date the application was received. If the time clock is restarted by such a notice, record all subsequent deadlines.
- To calculate the 60-day limit, include all calendar days.
- Statutory notification of 350' surrounding property owners for land use change.
- If the city opts for an extension, it must notify the applicant before the 60-day time period ends.
- The city must act before the deadline.
- It is best if the city not only acts within the time limit, but also notifies the applicant before the time limit runs out.