

**City of Wayzata**  
600 Rice Street East  
Wayzata, MN 55391  
952-404-5300

## 2023 Development Application

Project Address(s): \_\_\_\_\_

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

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

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

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

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

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: \_\_\_\_\_

\_\_\_\_\_

## **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 through 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 and Third Monday of every month at 6:30 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: \_\_\_\_\_

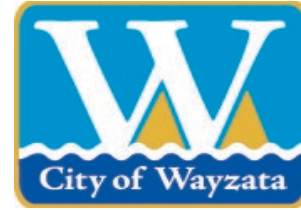
Date accepted as complete: \_\_\_\_\_ Accepted by: \_\_\_\_\_

**2023 Development Application  
Fees & Escrows**

<b>INDIVIDUAL APPLICATIONS</b>	<b>Fee</b>	<b>Escrow</b>
<b>Conditional Use Permit</b>		
Single or Two Family Residential Uses	\$777	\$1,911
All Other Uses	\$1,497	\$3,822
<b>Variance</b>		
Single of Two Family Residential Uses	\$777	\$1,911
All Other Uses	\$1,497	\$3,822
<b>Subdivision</b>		
Minor Subdivision or Lot Combination	\$777	\$1,911
Preliminary Plat	\$2,195	\$3,822
Final Plat	\$777	\$1,911
<b>Vacation</b>		
Easement Vacation	\$777	\$3,822
Street Vacation	\$777	\$3,822
<b>Design Review</b>		
Façade Changes Only	\$777	\$1,911
New Structure or Addition	\$2,195	\$3,822
<b>Planned Unit Development</b>		
Concept Plan	\$2,195	\$3,822
General Plan	\$2,195	\$3,822
Minor Amendment (No Structure Change)	\$777	\$1,911
Major Amendment (Structure Change)	\$2,195	\$3,822
<b>Zoning Amendment</b>		
Ordinance (Text) Amendment	\$2,195	\$3,822
Map Amendment	\$2,195	\$3,822
<b>Comprehensive Plan Amendment</b>	\$2,195	\$3,822
<b>Telecommunications Facility</b>	\$777	\$1,911
<b>Extension of Development Approvals</b>	\$420	
<b>COMBINED APPLICATIONS</b>		
<b>Single and Two Family Residential Variances and CUPs</b>		
Two Applications	\$956	\$2,389
Three Applications	\$1,134	\$2,867
Four Applications	\$1,313	\$3,339
Five or More Applications	\$1,497	\$3,822
<b>All Other Uses and Types of Applications</b>		
Two Applications	\$2,799	\$4,767
Three Applications	\$3,339	\$5,959
Four Applications	\$3,880	\$6,563
Five or More Applications	\$4,410	\$7,749

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 2023 Meeting Calendar



January 2023						
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 2023						
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				

March 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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					

August 2023						
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		

September 2023						
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 2023						
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 2023						
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 2023						
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 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

Revised  
9/21/2022

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