

Development Application

Project Information:

Project Name: _____ Date Filed: _____

Property Owner: _____

Address: _____

Applicant (if different than owner): _____¹

Prior Applications to Wayzata under different names: _____

Address (if different than owner): _____

Responsible contact person: _____

Telephone: _____ Fax: _____ E-Mail: _____

Address of Property Involved: _____

Legal Description: _____

Property Identification Number: _____

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

Type of Request:

- _____ Design Review
- _____ Conditional Use Permit
- _____ Variance
- _____ Subdivision
- _____ Rezoning
- _____ Zoning Amendment
- _____ Comprehensive Plan Amendment
- _____ Planned Unit Development
- _____ Other

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

Description of Request:

Applicant may attach other letter sized materials.

Additional Information:

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 the first day of the month preceding the month of Planning Commission review. For example, to be on the Planning Commission agenda for November the 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.** 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 applicant shall provide the City with a certified list from Hennepin County of the names and addresses of the property owners located within at least 350 feet of the subject Property. **Please refer to the City of Wayzata Certified List Handout for details.**

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

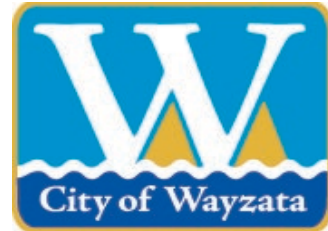
Date accepted as complete: _____ Accepted by: _____

**2019 Development Application
Fees & Escrows**

INDIVIDUAL APPLICATIONS	Fee	Escrow
Conditional Use Permit		
Single or Two Family Residential Uses	\$650	\$1,600
All Other Uses	\$1,250	\$3,200
Variance		
Single of Two Family Residential Uses	\$650	\$1,600
All Other Uses	\$1,250	\$3,200
Subdivision		
Minor Subdivision or Lot Combination	\$650	\$1,600
Preliminary Plat	\$1,850	\$3,200
Final Plat	\$650	\$1,600
Design Review		
Façade Changes Only	\$650	\$1,600
New Structure or Addition	\$1,850	\$3,200
Planned Unit Development		
Concept Plan	\$1,850	\$3,200
General Plan	\$1,850	\$3,200
Minor Amendment (No Structure Change)	\$650	\$1,600
Major Amendment (Structure Change)	\$1,850	\$3,200
Zoning Ordinance Amendment		
Text Amendment	\$1,850	\$3,200
Map Amendment	\$1,850	\$3,200
Comprehensive Plan Amendment	\$1,850	\$3,200
Extension of Development Approvals	\$350	
COMBINED APPLICATIONS		
Single and Two Family Residential Variances and CUPs		
Two Applications	\$800	\$2,000
Three Applications	\$950	\$2,400
Four Applications	\$1,100	\$2,800
Five or More Applications	\$1,250	\$3,200
All Other Uses and Types of Applications		
Two Applications	\$2,350	\$4,000
Three Applications	\$2,800	\$5,000
Four Applications	\$3,250	\$5,500
Five or More Applications	\$3,700	\$6,500

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 2019 Meeting Calendar



January 2019						
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 2019						
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 2019						
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 2019						
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 2019						
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 2019						
S	M	T	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
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 2019						
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 2019						
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				

- Planning Commission - 6:30 PM
- City Council - 7:00 PM
- Wayzata School Board
- Lake Minnetonka Conservation District (LMCD)

- Heritage Preservation Board (HPB) - 7:00 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

Wayzata School Board Elections - Nov 5
