

NOTICE TO ALL LAND USE APPLICANTS

Section 117-48 (Processing Costs) of the City Code governs the payment, processing, and expenditure of funds regarding land use applications.

§117-48. Processing Costs

(a) *Costs.* All costs incurred by the City in processing an application for zoning amendments, conditional use permits, variances, site plans, and all divisions of land shall be paid by the applicant. The processing costs shall include but not be limited to:

- (1) Professional consulting services as directed by the Community Development Department, the Planning Commission and/or City Council,
- (2) Copying charges,
- (3) City Staff involvement,
- (4) Public hearing publications,
- (5) Written notice to adjacent property owners, or
- (6) Any other cost necessary to process the applicant's request.

(b) *Fee and Escrow.* A set fee and a set minimum escrow established by Council resolution shall be paid to the City at the time the application is made.

(c) *Special Assessment of Processing Costs.* An applicant may request that processing costs exceeding \$1,000.00 be specially assessed against the applicant's property provided that the property owner accepts the assessment to the subject property and waives any right of assessment appeal.

(d) *Additional Deposits before Submittal.* If the Community Development Department determines that costs in addition to the set escrow will likely be incurred by the City, then an additional sum as determined by the Community Development Department shall be deposited with the City before the application is considered officially submitted.

(e) *Additional Deposits after Submittal.* If at any point during the processing of a land use application, the actual or estimated processing costs exceed the amount on escrow, the applicant shall have ten (10) days to supply an additional escrow in an amount equal to or greater than the estimated processing costs.

(f) *Refund of Unused Deposits.* Any portion of those funds deposited in escrow but not expended or encumbered shall be returned to the applicant after final action on the application. Under no circumstance shall an escrow be considered an interest bearing account.

(Code 1978, § 9.03.02; Ord. No. 73-05, 5-21-1973; Ord. No. 86-2, 8-25-1986, Ord. No. 03-20, 8-25-2003)
State law reference – Fees, Minn. Stats. § 462.353, subds. 4, 4a.

Application Type	Non-Refundable Fee	Minimum Escrow
Platting		
-Administrative	\$200.00	\$225.00
-Major Subdivision	\$300.00	\$1,500.00
-Minor Subdivision	\$200.00	\$900.00
-Registered Land Survey	\$200.00	\$300.00
Site Plan Review	\$200.00	\$800.00
Conditional Use Permit	\$200.00	\$800.00
Annual Land Use Inspection	\$ 75.00	NA
Environmentally Sensitive CUP	\$200.00	\$2,000.00
Administrative Home Occupation	\$200.00	N/A
Home Occupation Permit	\$200.00	\$600.00
Zoning Amendment	\$200.00	\$400.00
Variance	\$200.00	\$400.00
Vacation of Easement	\$200.00	\$300.00
Comprehensive Plan Amendment	\$200.00	\$700.00
Interim Use Permit	\$200.00	\$600.00
Dwelling Moving Permit	\$200.00	\$400.00
Special Planning Commission or City Council meeting	\$350.00	N/A

The following are rates for processing costs in regards to land use applications:

Type	Cost
Professional Consulting Services	2.75 x Wage
Copying Charge	\$.25/page
Community Development Staff Time	\$100.00/hr
City Engineer	\$115.00/hr
Engineering Tech IV – Inspection Fees	\$88.00/hr
City Attorney	At City Cost
Public Hearing Publication	At City Cost
Anoka County Review (generally applies to all development adjacent to a County Road)	Based on Anoka County Fee Schedule (included in Anoka County Engineering Packet)