

Date Application Received _____

Project # _____

Application Fee Per Submittal: APPLICATION AND ESCROW IS REQUIRED. Fees are listed based on application type. *For an explanation of what application fee covers, see page 3 in Development Application.*

*******Please check the box in front of ALL types of applications you are applying for.*******

Development

Planned Unit Development (PUD)

- ☐ Preliminary: Application \$300; Escrow \$5,000
- ☐ Final: Application \$300; Escrow \$2,500
- ☐ *Amendment: Application \$300; Escrow \$3,500*

Subdivision and Plat

- ☐ Concept Plan: Application \$300; Escrow \$3,500
\$1,800
- ☐ Preliminary Plat: Application \$300; Escrow
\$275/lot; or \$5,000 Escrow whichever is greater.
Initial escrow capped at \$15,000.
- ☐ *Amendment: Same fees and escrow as above*
- ☐ Final Plat: Application \$300; Escrow \$6,000
- ☐ Technology Fee: \$150 per lot

Initial escrow deposit of 3% of construction costs prior to pre-construction meeting prior to development work

- ☐ Administrative Sub'd: Application \$500

Other

- ☐ Site Plan: Application \$300; Escrow \$1,500
- ☐ Land Use & Development Sign (Public Hearings): \$50/sign

Land Use

Conditional Use Permit (CUP)

- ☐ Residential: Application \$150; Escrow \$800
- ☐ All Other Districts: Application \$300; Escrow \$1,800

Interim Use Permit

- ☐ Residential: Application \$150; Escrow \$800
- ☐ All Other Districts: Application \$300; Escrow

Variance

- ☐ Residential: Application \$150; Escrow \$1,000
- ☐ Other Districts: Application \$300; Escrow \$2,000

Other

- ☐ Rezoning: Application \$300; Escrow \$2,500
- ☐ Text Amendment: Application \$300; Escrow \$2,500
- ☐ Comprehensive Plan Amendment: Application \$300; Escrow \$3,500
- ☐ Easement/ROW Vacation: Application \$150; Escrow \$700
- ☐ Land Use & Development Sign (Public Hearings): \$50/sign

*If an Ordinance publication is required, the fee will be deducted from your escrow account.

**There is a separate application for Wetland Conservation Act Review.

Form to be typed or printed in ink. If space provided is insufficient, use additional sheets, keeping information to the proper item number.

1. _____
PID # and Legal Description
2. _____
Street Address of Property Involved
3. _____
Fee Owner of Property *This name will be used on legal documents* Contact Number
4. _____
Address of Fee Owner Email Address
5. _____
Applicant Name Address
6. _____
Applicant Email Address* **All invoices are emailed** Contact Number
7. _____
Name of Architect/Engineer Contact Number
8. _____
Address of Architect/Engineer Email Address
9. _____
Name of Plat/Development No. of Lots
10. State proposed use and a description of project proposed or variance requested.

11. Names and addresses of property owners within 500' of the subject property will be created from Hennepin County GIS data to mail notices for public hearings. You may provide labels or labels will be made by the City and cost of materials may be billed to the escrow deposit.

The undersigned applicant hereby acknowledges:

Receipt of a copy of the applicable List of Required Submissions.

All required documents have been submitted with this application except:

APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMITTAL DOCUMENTS HAVE BEEN RECEIVED.

Acknowledgment and Signature:

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Dayton take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of Dayton, and the laws of the State of Minnesota, and that the undersigned applicant will pay all fees and charges incurred by the City for the examination and review of this petition.

Signature of Applicant

Signature of Property Owner

Date

Date

Application Fees and Refunds

Planning application fees cover the following costs: meeting room time, copies, and minutes. The escrow deposit will be utilized for the cost of staff review time, consultants, meetings with applicants, neighborhood meetings, preparation of staff reports, and preparation of legal documents, review and editing of Planning Commission minutes, staff reports, and public hearing and legal notices.

Application fees are nonrefundable. Any remaining funds in escrow accounts will be refunded after the application is deemed closed and all requirements of the approval or denial of the application are accepted. Should there be a negative balance in the escrow account, the balance will bill to the applicant.

ADDENDUM TO LAND USE & DEVELOPMENT APPLICATION
AGREEMENT TO PAY CITY PROFESSIONAL FEES

Applicant Name

Project # _____

Address of Property Involved

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 undersigned acknowledges that before an application is considered complete, all required information must be provided by the applicant, and all required 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 Community Development Director, Associate Planner or City Administrator 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 Dayton fee schedule in effect at the time of the application submittal.

You will receive a statement of account at a minimum of every quarter. **If the escrow deposit is depleted before the application is concluded, you will be required to make an additional deposit. The additional amount will be determined by the city.** The applicant acknowledges and agrees that failure to remain current may result in denial of the application.

There will be no credit given in cases where requests are denied or determined to be premature. We make every attempt to keep costs down. It is important that completed documents, plans, and designs be furnished by you and your consultants in a timely fashion in order to accomplish this. Incomplete submittals result in time consuming report writing and increased review time.

The applicant agrees the City may withhold the issuance of a building permit, withhold inspections, place a stop work order and/or withhold advancement of development process until all financial matters are resolved. An interest charge, according to the current year's fee schedule, will be charged annually to all past due escrow accounts. Any balances more than 30 days past due may be sent to Hennepin County and assessed onto the property taxes of the property indicated on page two of this application and the Property Owner agrees to such assessment.

The signature of the Property Owner on this form hereby grant City staff and consultants and City officials access onto the subject property for the purpose of conducting site visits as part of the project review and consent to the review of such records of the Owner, Applicant or otherwise relating to the development as are necessary.

I acknowledge that I have read all of the information discussed in the City of Dayton 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 Signature

Date

Applicant Signature

Date

Applicant:
Case File No.:

APPLICATION CHECKLIST		
Required Submissions	Submitted	N/A
Preliminary Plat » Provide items listed in the Preliminary Plat requirements of the Dayton Subdivision Code. Development fees will be calculated based on the information shown on the preliminary plat.		
Final Plat » Provide items listed in Final Plat requirements of the Dayton Subdivision Code and as required by the City Engineer.		
Site Survey » Provide all existing conditions on-site and surrounding the property including delineated wetlands.		
Site Plan — Existing and Proposed » Provide legal boundaries of the property, easements, buildings, parking lot layout, size of parking stalls, driveway widths, loading areas, parking lot lighting, curbing detail, sidewalks, vehicular circulation, setback lines, north arrow, Ordinary High Watermark of lakes, floodplains.		
Area Calculations — Existing and Proposed (SF = Square Footage) (% = Percent) » Provide SF of property and building, total impervious surface area, total % and SF of greenspace, % and SF of landscaping within the parking lot, and % of landscaping 4 feet in width around the perimeter of the building, number of parking stalls.		
Grading/Erosion Control Plan — Existing and Proposed » Provide existing and proposed contours (two-foot intervals) with building footprint and spot elevations, must extend at least 20 feet beyond lot line, proposed driveway location and details of erosion control fence. Surface water management plans.		
Utility Plan — Existing and Proposed » Provide locations of all utilities, fire hydrants and storm sewer calculations, detail of proposed utilities.		
Lighting Plan and Light Fixture Detail » Provide cut sheets of fixtures, location and height of fixtures on grounds and building exterior.		
Signage Plan — Existing and Proposed » Provide SF of all signs including height of freestanding signs, location of freestanding and building signs, and colored sign drawings.		
Landscape Plan — Existing and Proposed » Provide existing and proposed vegetation, sodded areas, notation on irrigation, and a planting schedule that includes: size, type, root type. Location, type and size of all existing significant trees to be removed or preserved. Include screening where required by ordinance.		
Building Elevations/Floor Plan — Existing and Proposed » Provide front, sides and rear elevations with all building dimensions, materials and colors clearly labeled on all sides.		
Completed Application Form » Provide copy of all plans, filing fee, property owner's signature, signed Professional Fees Agreement.. Provide all plans in electronic format and email to		
Submit Electronic Plans and Materials » Provide all plans, drawings, narratives, attachments, etc. on letter or ledger size in PDF Format (via hard disk, email, or other medium).		
OFFICE USE ONLY		
Complete Application: @ Yes No Date:		

CUP and IUP » Thorough written description of the proposed conditional or interim use. A legal description of the property, a map showing the property in question and the surrounding land use of all property within 500 ft of the property in question. Schematic architectural, landscape, grading, utility plans for projects involving new construction, exterior remodeling or additions, a current certified land survey.		
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