



# CITY OF CHANHASSEN

# Development Review Application

**COMMUNITY DEVELOPMENT DEPARTMENT | Planning Division**

7700 Market Boulevard, Chanhassen, MN 55317 (P.O. Box 147)

Phone: (952) 227-1100 / Fax: (952) 227-1110

## APPLICATION FOR DEVELOPMENT REVIEW

Submittal Date: \_\_\_\_\_ PC Date: \_\_\_\_\_ CC Date: \_\_\_\_\_ 60-Day Review Date: \_\_\_\_\_

## SECTION ONE: APPLICATION TYPE

**Check all to apply. Refer to the appropriate Application Checklist for required submittal information that must accompany this application**

Comprehensive Plan Amendment.....\$700	Subdivision (SUB)
Conditional Use Permit (CUP)	Plat 3 lots or less.....\$500
Single-Family Residence.....\$400	Plat over 3 lots.....\$1,250
All Others.....\$600	Metes & Bounds (2 lots).....\$300
Interim Use Permit (IUP)	Consolidate Lots.....\$150
In conjunction with Single-Family Residence....\$400	Administrative Subd. (Line Adjustment)...\$150
All Others.....\$600	Final Plat.....\$500
Rezoning (REZ).....\$600	Vacation of Easements/Right-of-way (VAC)...\$300 <i>(Additional recording fees may apply)</i>
PUD - Major/Minor Amendment	Variance (VAR).....\$250
Major Amendment to Existing PUD.....\$750	Wetland Alteration Permit (WAP)
Minor Amendment to Existing PUD.....\$100	Single-Family Residence.....\$150
Site Plan Review (SPR)	All Others.....\$275
Administrative.....\$100	Appeal of Administrative Decision.....\$250
Commercial/Industrial Districts.....\$750	Zoning Ordinance Amendment (ZOA).....\$500
Site Plan Agreement.....\$500	Development Contract.....\$500
Amendment to Site Plan Agreement.....\$250	Amendment to Development Contract...\$250

**Note: when multiple applications are processed concurrently, the appropriate fee shall be charged for each application.**

Notification Sign <i>(city to install and remove)</i> .....\$200		
Escrow for Recording Documents <i>(check all that apply)</i> .....\$ per document		
Conditional Use Permit.....\$50	Interim Use Permit.....\$50	Site Plan Agreement.....\$85
Wetland Alteration Permit.....\$50	Easements (    easements).....\$85	Vacation.....\$85
Variance.....\$50	Metes & Bounds Sub (2 deeds)....\$250	Deeds....\$100
Plats & related documents....\$450		
	<b>TOTAL FEE:</b>	

\*Additional escrow may be required for additional recording and attorney's fees.

**SECTION TWO: REQUIRED INFORMATION**

Description of Proposal: \_\_\_\_\_

Property Address or Location: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Wetlands Present? Yes No

Present Land Use Designation: \_\_\_\_\_ Requested Land Use Designation: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Check box if separate narrative is attached.

**SECTION THREE: PROPERTY OWNER & APPLICANT INFORMATION**

**APPLICANT OTHER THAN PROPERTY OWNER:** In signing this application, I, as applicant, represent to have obtained authorization from the property owner to file this application. I agree to be bound by conditions of approval, subject only to the right to object at the hearings on the application or during the appeal period. If this application has not been signed by the property owner, I have attached separate documentation of full legal capacity to file the application. This application should be processed in my name and I am the party whom the city should contact regarding any matter pertaining to this application. I will keep myself informed of the deadlines for submission of material and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. with an estimate prior to any authorization to proceed with the study. I certify that the information and exhibits submitted are true and correct.

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

>> Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY OWNER:** In signing this application, I, as property owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that conditions of approval are binding and agree to be bound by those conditions, subject only to the right to object at the hearings or during the appeal periods. I will keep myself informed of the deadlines for submission of material and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. with an estimate prior to any authorization to proceed with the study. I certify that the information and exhibits submitted are true and correct.

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

>> Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION THREE: PROPERTY OWNER & APPLICANT INFORMATION (CONT.)**

This application must be completed in full and be typewritten or clearly printed and must be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, refer to the appropriate Application Checklist and confer with the Planning Department to determine the specific ordinance and applicable procedural requirements.

A determination of completeness of the application shall be made within 15 business days of application submittal. A written notice of application deficiencies shall be mailed to the applicant within 15 business days of application.

**PROJECT ENGINEER** (if applicable)

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**SECTION FOUR: NOTIFICATION INFORMATION**

**Who should receive copies of staff reports?**

Property Owner Email: \_\_\_\_\_  
Applicant Email: \_\_\_\_\_  
Engineer Email: \_\_\_\_\_

Other *(list information below)*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

Complete all necessary form fields, then select **SAVE FORM** to save a copy to your device. **PRINT FORM** and deliver to city along with required documents and payment. **SUBMIT FORM** to send a digital copy to the city for processing.