



## COMMUNITY DEVELOPMENT

### Land Use Application

A Land Use Application shall be considered to be officially submitted when the Community Development Department has received and examined the application and has determined that the application is complete. The application is complete if all of the following information properly submitted.

**The following information is required for a complete Land Use Application:**

Completed and Signed Land Use Application

Check for Applicable Fee and Escrows

Completed Application Checklist  
(Verify with City Planner which Checklist Forms are required)

The Community Development Department shall make a determination of completeness within 15 days and notify the applicant in writing if the application is incomplete. Such notice shall describe the missing information. If the application is complete, the timeline for approval begins upon the submittal of a complete application.



# Land Use Application

**Land Use Request:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**PIN #** \_ \_ - \_ - \_ - \_ - \_ **Legal Description:** Lot \_\_\_ Block \_\_\_ Subdivision \_\_\_\_\_

**Land Use:** existing \_\_\_\_\_ proposed \_\_\_\_\_ **Zoning:** existing \_\_\_\_\_ proposed \_\_\_\_\_

**Required Fees\*:** Application Fee \$200 + Escrow Deposit \$ \_\_\_\_\_ = Total Due \$ \_\_\_\_\_  
\* Required Escrow Deposit can be found on the City of Lino Lakes Fee Schedule and are listed on the back side of this form

<b>Applicant:</b>					
Name:		Phone:			
Address:					Cell:
City:	State:	Zip:	Fax:		
E-mail:					

<b>Owner (if different than applicant):</b>					
Name:		Phone:			
Address:					Cell:
City:	State:	Zip:	Fax:		
E-mail:					

MN Statute 15.99 allows a 60-day review period for final action on an application, once that application is found to be complete, unless the City extends the review period and so notifies the applicant. Your request will not be scheduled for public hearing or City review by City advisory bodies until all required information has been reviewed and found to be adequate by City staff. All City costs incurred for review of this application are the responsibility of the applicant.

**Please note:** In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current administrative procedures. I further acknowledge the fee explanation and hereby agree to pay all statements received pertaining to additional application expense and City review.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
applicant

Signature \_\_\_\_\_ Date \_\_\_\_\_  
owner

City Staff Use Only

*NOTE: Permits may also be required from the Watershed District, Anoka County, DNR, Corp of Engineers, and/or Others*



# Land Use Application

A non-refundable APPLICATION FEE in the amount of \$200 is required to process each application.

An ESCROW DEPOSIT is required for review of this land use request in the amounts established by the City of Lino Lakes Fee Schedule. The following amount is required at the time of application submittal.\*

<b>CHECK APPLICATION TYPE(S):</b>	<b>ESCROW DEPOSIT:</b>
<input type="checkbox"/> <b>Comprehensive Plan Amendment</b>	
<i>40 Acres or Less</i>	\$ 3,000
<i>More than 40 Acres</i>	\$ 5,000
<input type="checkbox"/> <b>Conditional Use Permit</b>	
<i>Residential/Rural</i>	\$ 1,000
<i>Commercial/Industrial/Institutional</i>	\$ 7,500
<input type="checkbox"/> <b>Environmental Assessment Worksheet</b>	\$ 10,000
<input type="checkbox"/> <b>Interim Use Permit</b>	\$ 7,500
<b>Ordinance Amendment:</b>	
<input type="checkbox"/> <b>Map Amendment (Rezone)</b>	
<i>40 Acres or Less</i>	\$ 1,500
<i>More than 40 Acres</i>	\$ 5,000
<input type="checkbox"/> <b>Text Amendment</b>	\$ 1,500
<b>Planned Unit Development:</b>	
<input type="checkbox"/> <b>General Concept Plan</b>	\$ 3,000
<input type="checkbox"/> <b>Preliminary Plan</b>	\$ 12,500
<input type="checkbox"/> <b>Final Plan</b>	\$ 7,500
<input type="checkbox"/> <b>Site Plan Review</b>	\$ 7,500
<b>Subdivision:</b>	
<input type="checkbox"/> <b>Concept Plan Review</b>	\$ 1,500
<input type="checkbox"/> <b>Minor Subdivision / Lot Split</b>	\$ 3,000
<b>Preliminary Plat</b>	
<i>Less than 5 Acres</i>	\$ 5,000
<i>5-40 Acres</i>	\$ 7,500
<i>More than 40 Acres</i>	\$ 12,500
<input type="checkbox"/> <b>Final Plat</b>	
<i>Less than 5 Acres</i>	\$ 1,500
<i>5-40 Acres</i>	\$ 5,000
<i>More than 40 Acres</i>	\$ 7,500
<input type="checkbox"/> <b>Vacation: Drainage, Street, Utility</b>	\$ 1,500
<input type="checkbox"/> <b>Variance or Appeal</b>	\$ 750

\*An escrow account shall be established to cover all expenses incurred by the City as part of the application review. In the case of applications including multiple requests the highest escrow deposit amount will be the only one initially required. The applicant is responsible for all costs incurred by the City during plan review. If the escrow account drops below 10% of the original deposit amount, the City will require the submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon the City's determination that the project is complete or expired, the City will return any remaining escrow to the applicant.

**City of Lino Lakes 2023 APPLICATION DEADLINE & MEETING SCHEDULE**  
**DISCLAIMER: DATES MAY BE SUBJECT TO CHANGE**

<b>Application Deadline</b> (2 <sup>nd</sup> Monday)	<b>Environmental Board</b> (Last Wednesday)	<b>EDAC</b> (Economic Dev. Advisory Comm.) (1 <sup>st</sup> Thursday)	<b>Park Board</b> (1 <sup>st</sup> Wednesday)	<b>Planning &amp; Zoning Board</b> (2 <sup>nd</sup> Wednesday)	<b>City Council Work Session</b> (1 <sup>st</sup> Monday & before 2 <sup>nd</sup> Council Mtg)	<b>City Council Meeting</b> (2 <sup>nd</sup> & 4 <sup>th</sup> Monday)
January 9	January 25	February 2	February 1	February 8	March 6	March 13
					March 27	March 27
February 13	February 22	March 2	March 1	March 8	April 3	April 10
					April 24	April 24
March 13	March 29	April 6	April 5	April 12	May 1	May 8
					May 22	May 22
April 10	April 26	May 4	May 3	May 10	June 5	June 12
					June 26	June 26
May 8	May 31	June 1	June 7	June 14	July 3	July 10
					July 24	July 24
June 12	June 28	July 6	July 5	July 12	August 7	August 14
					August 28	August 28
July 10	July 26	August 3	August 2	August 9	September 5	September 11
					September 25	September 25
August 14	August 30	September 7	September 6	September 13	October 2	October 9
					October 23	October 23
September 11	September 27	October 5	October 4	October 11	November 6	November 13
					November 27	November 27
October 9	October 25	November 2	November 1	November 8	December 4	December 11
					December 26	December 26
November 13	November 29	December 7	December 6	January 10, 2024	January 2, 2024	January 8, 2024
					January 22, 2024	January 22, 2024
December 11	December 27	January 4, 2024	January 3, 2024	January 11, 2024	February 6, 2024	February 14, 2024
					February 28, 2024	February 28, 2024