



## 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:	
E-mail:					

<b>Property Owner (if different than applicant):</b>					
Name:				Phone:	
Address:				Cell:	
City:		State:		Zip:	
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 2024 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 8	January 31	February 1	February 7	February 14	March 4	March 11
					March 25	March 25
February 12	February 28	March 7	March 6	March 13	April 1	April 8
					April 22	April 22
March 11	March 27	April 4	April 3	April 10	May 6	May 13
					May 28	May 28
April 8	April 24	May 2	May 1	May 8	June 3	June 10
					June 24	June 24
May 13	May 29	June 6	June 5	June 12	July 1	July 8
					July 22	July 22
June 10	June 26	July 11	July 3	July 10	August 5	August 12
					August 26	August 26
July 8	July 31	August 1	August 7	August 14	September 3	September 9
					September 23	September 23
August 12	August 28	September 5	September 4	September 11	October 7	October 14
					October 28	October 28
September 9	September 25	October 3	October 2	October 9	November 4	November 12
					November 25	November 25
October 14	October 30	November 7	November 6	November 13	December 2	December 9
					December 23	December 23
November 11	November 27	December 5	December 4	December 11	January 6, 2025	January 13, 2025
					January 27, 2025	January 27, 2025
December 9	December 18	January 2, 2025	January 2, 2025	January 8, 2025	February 3, 2025	February 10, 2025
					February 24, 2025	February 24, 2025