



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

Applicant:						
Name:					Phone:	
Address:					Cell:	
City:		State:		Zip:		Fax:
E-mail:						

Owner (if different than applicant):						
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.*

CHECK APPLICATION TYPE(S):	ESCROW DEPOSIT:
Comprehensive Plan Amendment	
<i>40 Acres or Less</i>	\$ 3,000
<i>More than 40 Acres</i>	\$ 5,000
Conditional Use Permit	
<i>Residential</i>	\$ 1,000
<i>Commercial/Industrial/Institutional</i>	\$ 7,500
Environmental Assessment Worksheet	\$ 10,000
Interim Use Permit	\$ 7,500
Ordinance Amendment:	
Map Amendment (Rezone)	
<i>40 Acres or Less</i>	\$ 1,500
<i>More than 40 Acres</i>	\$ 5,000
Text Amendment	\$ 1,500
Planned Unit Development:	
General Concept Plan	\$ 3,000
Development Stage Plan	\$ 12,500
Final Plan	\$ 7,500
Site Plan Review	\$ 7,500
Subdivision:	
Concept Plan Review	\$ 1,500
Minor Subdivision / Lot Split	\$ 3,000
Preliminary Plat	
<i>Less than 5 Acres</i>	\$ 5,000
<i>5-40 Acres</i>	\$ 7,500
<i>More than 40 Acres</i>	\$ 12,500
Final Plat	
<i>Less than 5 Acres</i>	\$ 1,500
<i>5-40 Acres</i>	\$ 5,000
<i>More than 40 Acres</i>	\$ 7,500
Vacation: Drainage, Street, Utility	\$ 1,500
Variance or Appeal	\$ 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 2022 APPLICATION DEADLINE & MEETING SCHEDULE
DISCLAIMER: DATES MAY BE SUBJECT TO CHANGE

Application Deadline (Monday 4 weeks before P & Z)	Environmental Board (Last Wednesday)	EDAC (Economic Dev. Advisory Comm.) (1 st Thursday)	Park Board (1 st Wednesday)	Planning & Zoning Board (2 nd Wednesday)	City Council Work Session (1 st Monday & before 2 nd Council Mtg)	City Council Meeting (2 nd & 4 th Monday)
January 10	January 26	February 3	February 2	February 9	March 7	March 14
					March 28	March 28
February 14	February 23	March 3	March 2	March 9	April 4	April 11
					April 25	April 25
March 14	March 30	April 7	April 6	April 13	May 2	May 9
					May 23	May 23
April 11	April 27	May 5	May 4	May 11	June 6	June 13
					June 27	June 27
May 9	May 25	June 2	June 1	June 8	July 5	July 11
					July 25	July 25
June 13	June 29	July 7	July 6	July 13	August 1	August 8
					August 22	August 22
July 11	July 27	August 4	August 3	August 10	September 6	September 12
					September 26	September 26
August 8	August 31	September 1	September 7	September 14	October 3	October 10
					October 24	October 24
September 12	September 28	October 6	October 5	October 12	November 7	November 14
					November 28	November 28
October 10	October 26	November 3	November 2	November 9	December 5	December 12
					December 27	December 27
November 14	November 30	December 1	December 7	December 14	January 3, 2023	January 9, 2023
					January 23, 2023	January 23, 2023
December 12	December 28	January 5, 2023	January 4, 2023	January 11, 2023	February 6, 2023	February 13, 2023
					February 27, 2023	February 27, 2023