



11800 Town Center Drive NE, Suite 300  
St. Michael, MN 55376  
Phone: 763-497-9923  
Email: [planning@stmichaelsmn.gov](mailto:planning@stmichaelsmn.gov)

## PLANNING APPLICATION

Property Address or County PID #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner (if different than Applicant) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Type of Request: (check all that apply)
- |  |   |
|--|---|
| <input type="checkbox"/> Rezoning/Ord. or Comp. Plan Amendment | <input type="checkbox"/> Variance                             |
| <input type="checkbox"/> Preliminary Plat                      | <input type="checkbox"/> Conditional Use Permit (CUP)         |
| <input type="checkbox"/> Final Plat                            | <input type="checkbox"/> Interim/Special Use Permit (IUP/SUP) |
| <input type="checkbox"/> Minor Subdivision/Lot Line Adjustment | <input type="checkbox"/> Site Plan                            |
| <input type="checkbox"/> Planned Unit Development (PUD)        | <input type="checkbox"/> Appeal                               |
| <input type="checkbox"/> Wetland                               | <input type="checkbox"/> Other: _____                         |

Description of Request: (If necessary, attach a detailed narrative of the request) \_\_\_\_\_

*Applicant understands that all fees incurred by the City resulting from the review of this request will be the responsibility of the undersigned and will be paid in a timely manner\*. By signing this application, the Owner of the property gives City employees the right to access the property for review purposes only concerning the request at hand.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner (if not applicant): \_\_\_\_\_ Date: \_\_\_\_\_

**\*The applicant shall be directly responsible for costs incurred by the City of St. Michael in addition to the application fee; this includes, but is not limited to, City engineering staff, attorney expenses, and outside consulting services. A cash escrow will be collected at the time of application submittal. If the initial cash escrow is insufficient to cover the City's costs, the applicant will be required to deposit additional escrow as determined necessary by the City to complete the application process. At the conclusion of the process, any remaining escrow will be returned, without interest.**

*Do not write below, for staff only*

Application is due on \_\_\_ / \_\_\_ / \_\_\_ to be considered at the \_\_\_ / \_\_\_ / \_\_\_ Planning Commission meeting



## PLANNING APPLICATION REQUIREMENTS & FEES

Accepted as complete on \_\_\_\_\_ by \_\_\_\_\_

Fees paid \_\_\_\_\_ Escrow paid \_\_\_\_\_

Approved  Denied  by the Planning Commission on \_\_\_\_\_ (date)

Approved  Denied  by the City Council on \_\_\_\_\_ (date)

The applicant is responsible for all information necessary to describe the planning request and may be required to submit additional information to fully explain aspects unique to the request. Please review the City’s website at [www.stmichaelmn.gov](http://www.stmichaelmn.gov) for specific Ordinance requirements that are related to your request. Items will be scheduled for Planning Commission when it has been verified the application is complete.

**A complete application, with all required materials and fees must be submitted at least twenty-two (22) days prior to the next regularly scheduled Planning Commission meeting to be considered.**

<i><b>Application</b></i>	<i><b>Fee</b></i>	<i><b>Minimum Escrow*</b></i>
Preliminary Plat	\$500 plus \$25 per lot	\$1,000+
Final Plat (included in Prel. Plat fee if 3 or less lots)	\$500 plus \$15 per lot	\$1000+
One-in-Forty Lot Split	\$500	\$500
Minor or Corrective Subdivision (max. 3 lots)	\$350	\$500
Lot Line Adjustment/Combination	\$100	N/A
Planned Unit Development (PUD)	\$750	\$1,000
Rezoning/Ordinance or Comp. Plan Amendment	\$350	\$500
Variance	\$350	\$500
Appeals	\$100	\$350
Conditional Use Permit	\$350	\$500+
Interim/Special Use Permit	(renewal, if same request - \$100)	\$350
Site Plan Review	\$1000	\$1500+
Site Plan Review – Minor (typically capped at 20% of existing building, up to 10k SF)	\$500	\$1000+
Easement Vacation	\$125	\$350
Easement Creation	\$125	\$350
Mining/Excavation (IUP or CUP)	\$350	\$500
Special Planning Commission Meeting	\$800	N/A
Wetland Reviews	\$350	\$1,500+



## PLANNING APPLICATION REQUIREMENTS & FEES

\* The minimum escrow amounts above are anticipated to be sufficient for very small projects with minimal site improvements. Greater escrow amounts may be requested depending on the size and nature of the request as determined by City staff to cover items such as stormwater, traffic, and wetland reviews.

Submit your completed application to [planning@stmichaelmn.gov](mailto:planning@stmichaelmn.gov). For specific questions, contact:

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763-416-7932

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