



# Planning & Zoning Department

2052 County Road 24  
Medina, MN 55340

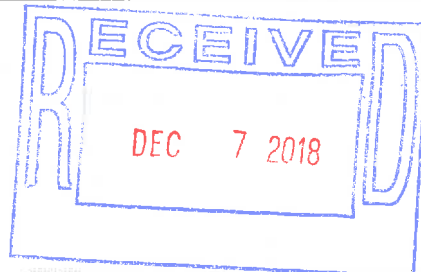
Phone: (763) 473-4643  
Fax: (763) 473-9359

## Application for Planning Consideration

### Type of Request

- Agricultural Preserve App./Expiration
- Appeal Administrative Decision
- Appeal of Wetland Functional Assessment and Value Classification
- Comprehensive Plan Amendment
- Concept Plan Review
- Conditional Use Permit
- Conservation Design Goal Setting Process
- Environmental Review (eg. EAW, EIS)
- Interim Use Permit
- Lot Combination or Split (Survey Subd.)
  - Lot Subdivision
  - Lot Combination
  - Lot Line Rearrangement
- Mixed Use Development
  - Stage I Plan
  - Stage II Plan
  - Stage III Plan
- Planned Unit Development
  - Concept Plan
  - PUD General Plan
  - PUD Final Plan
- Platted Subdivision
  - Preliminary Plat
  - Final Plat
- Site Plan Review
- Vacation (right-of-way or easement)
- Variance
- Wetland Conservation Act Permit Review
- Zoning Amendment
  - Rezoning (Map Amendment)
  - Text Amendment

### Date Planning Received: (Stamp Here)



Request: Conditional Use Permit

### Site Address or Property Identification Number(s): (to be known herein as the "subject property")

3325 County Road 24, Medina 55340

Note: All application submittals must have a pre-application meeting with City Planning Staff at least one week prior to submittal.

Please be sure to read, understand and follow the checklist attachment(s) that accompany any of the "Type of Request" items you are submitting to the City.

### Office Use Only

Theisen CUP  
Project Name

12-7-2018  
Date

\$1000  
Amount Paid

LR-18-240  
Application Code #

413980  
Check #

## REQUIRED SIGNATURES

\*\*\*Note: All parties with a fee interest in the real estate must sign this application before the City will review for completion! \*\*\*

### Applicant Information:

Name: Scott and Chantelle Theisen  
(please print)

Address: 1950 Meadowwoods Trail

City, State, Zip: Medina, MN 55356


Phone: Chantelle: 763-438-5012

Cell-Phone: Scott: 952-451-3934

Email: theisenchantelle@gmail.com

Signature: 

Date: 12/4/18

Signature: 

Date: 12/4/18

### Checklist:

Please review the checklist for the type of application you are requesting. Minnesota State Statute provides the City of Medina 15 business days to determine the application's completeness. Completeness depends on whether or not the checklist items are fulfilled.

### Review Deadline and Timeline:

All applications must be received by the deadlines noted on the attached sheet. Failure to submit by the date shown will result in a delay in the scheduling of the application or the project. Meeting the deadline does not guarantee that an application will be heard at the next meeting. In fact, to improve likelihood of appearing on an agenda, it is recommended that applications be submitted earlier than deadline.

Most applications have a Statutory review period of 60 days, with the City's ability (which includes city staff) to extend an additional 60 days if necessary due to insufficient information, directive to provide additional information, the tabling or postponement of an application, lack of quorum, or schedules.

### Fee Title Property Owner Information (if different than applicant)

Name: \_\_\_\_\_  
(please print)

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

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

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

Cell- Phone: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Application for Planning Consideration Fee Statement**

*(Please read carefully and understand your responsibilities associated with this land use application)*

The City of Medina has set forth a fee schedule for the year 2018 by City Ordinance (SEE ATTACHED EXHIBIT -A). However, projects of large scope that include two or more requests may be required to provide a higher deposit than the resolution sets forth as determined by the City Administrator. The fees collected for land use projects are collected as deposits only. ALL invoices associated with each land use application will be billed directly to the applicant immediately upon receipt by the City for each project. The City of Medina often utilizes consulting firms to assist in the review of projects. The consultant and City rates are shown at the bottom of this form. By signing this form, the Applicant accepts sole responsibility for any and all fees associated with the land use application from the plan review stage; the construction monitoring stage; and all the way through to the release of any financial guarantees for an approved project. In the event the Applicant fails to make payment of all fees associated with the project, and the Deposit noted herein is not sufficient to cover said costs, the City of Medina will assess any unpaid or delinquent fees related to this application or project against the subject property. If a project is denied by the City Council or withdrawn by the Applicant, the fees associated for the project until such denial or withdrawal, remain the Applicant's responsibility.

**I/WE UNDERSTAND THE FEE STATEMENT AND RESPONSIBILITIES ASSOCIATED WITH THIS LAND USE APPLICATION:**

**APPLICANT**

**FEE TITLE PROPERTY OWNER**

*(if different from Applicant)*

*Chantelle Theisen Scott Theisen*  
\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

*Chantelle Theisen Scott Theisen*  
\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

*12/4/18*  
\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

Applicant and/or Property Owner must initial all statements below for this application to be considered complete.

*CAT/SET* I, the Applicant noted above, understand that the \$ 1000.00 deposit will be retained by the City of Medina in its entirety until the application or project is closed. I understand my responsibility in promptly paying all bills invoiced to me directly and that the deposit WILL NOT be reduced by such regular billings.

*CAT/SET* I, the Applicant, understand that the City of Medina often relies heavily on consultants to provide review, preparation of materials, inspection, and project management services related to land-use applications and projects and that I will be billed at the consultant's 100% reimbursable rate for these services provided on my application/project.

*CAT/SET* I, the Applicant, understand it is the City of Medina's policy to pay all fees associated with Medina staff review and project management related to my application/project. I understand that Medina staff documents their time and resources spent on my application/project and that I will be billed at the staff's 100% reimbursable rate for these services provided.

*CAT/SET* I, the Applicant and/or Fee Title Property Owner, have reviewed and understand the City Fee Schedule and acknowledge my/our responsibility to pay for all fees applicable to processing and review of my application, document preparation, construction and inspection review, general project management, and project close out.

*CAT/SET* I, the Fee Title Property Owner noted above (if different from or same as the Applicant noted herein) understand as the fee owner of the property that the City of Medina will assess any unpaid or delinquent fees related to this application or project against my property.

YES   NO I, the Fee Title Property Owner noted above, request to have copies of all invoices mailed to my address.

*(circle one)* *1950 Meadowwoods Trail*  
*Medina MN 55356*

Exhibit A

## City of Medina Fee Schedule

*Effective January 1, 2018*

**Planning and Zoning**

Service	Charge
Agriculture Preserve Application	\$50.00 + c.a.c.
Agriculture Preserve Expiration	\$50.00 + c.a.c.
Appeal Administrative Decision	\$500 (deposit); c.a.c. not to exceed \$500
Appeal of Wetland Conservation Act Staff Decision of Functional Assessment and Value Classification	\$500 (deposit) + c.a.c.
Appeal of Wetland Corrections Notice	\$500.00 (deposit) + c.a.c.
Appeal of Open Space Composite Map and/or reference data	\$500.00 (deposit) + c.a.c.
Cartway Easement	\$20,000.00 (deposit) + c.a.c.
Comprehensive Plan Amendment	\$2,000.00 (deposit) + c.a.c.
Comprehensive Plan Copy	\$100.00
Concept Plan Review	\$1,000.00
Conditional Use Permit application (commercial, minimum)	\$2,000.00 (deposit) + c.a.c.
Conditional Use Permit application (Telecommunications Tower, minimum)	\$2,000 (deposit) + c.a.c.
Conditional Use Permit application (residential, minimum)	\$1,000 (deposit) + c.a.c.
Conditional Use Permit Annual Review	\$100.00 residential; \$200.00 commercial
Conservation Design collaborative goal setting process	\$1,000.00
Development Improvement Financial Guarantee (i.e. Letter of Credit or Cash)	150% amount of estimated improvements
Environmental Review (eg. EAW, EIS)	\$10,000.00 (deposit) + c.a.c.
Interim Use Permit	\$2,000.00 (deposit) + c.a.c.
Lot Combination or Rearrangement	\$1,000.00 (deposit) + c.a.c.
Maps	11x17 = \$1; 17x22 = \$8; 22x34 = \$10; 28x40 = \$12; 34x44 = \$15
Mixed Use Stage I Plan	\$2,000.00 + c.a.c.
Mixed Use Stage II Plan	\$2,000.00 + c.a.c.
Mixed Use Stage III Plan	\$2,000.00 + c.a.c.

Park Dedication Fee (see city code)	Residential = 8% of land value but no < \$3,500/unit or >\$8,000/unit; Commercial = 8% of land value
Planned Unit Development Concept	\$2,000.00 (deposit) + c.a.c.
Planned Unit Development General Plan	\$10,000.00 (deposit) + c.a.c.
Planned Unit Development Final Plan	\$2,000.00 (deposit) + c.a.c.
Rezoning Application (minimum)	\$1,000.00 (deposit) + c.a.c.
Site Plan Review	\$5,000.00 (deposit) + c.a.c.
Subdivision Application (minimum) (2-5 lots)	\$5,000.00 (deposit) + c.a.c.
Subdivision Application (>5 lots)	\$10,000 (deposit) + c.a.c.
Temporary Outdoor Sales Event	\$50.00
Upland Buffer Vegetation Review/Inspection/Guarantee	150% financial guarantee
Upland buffer sign	\$35.00 (w/design) \$10.00 (text only)
Vacation	\$2,000.00 (deposit) + c.a.c.
Variance Application (minimum)	\$1000.00 (deposit) + c.a.c. for residential; \$2,000.00 (deposit) + c.a.c. for commercial
(Land Use Application Sign) install	\$75.00
Wetland Delineation Review	\$600.00
Wetland Field Estimate (flagging)	\$250.00
Wetland Exemption Decision/No Loss	\$300.00
Wetland Replacement Plan	\$750.00 (deposit) + c.a.c.
Zoning Letter	\$50.00

\*c.a.c. = city accrued costs

\*Deposits for land use and other applications must include the fee established by this fee schedule ordinance and any unpaid fees from the previous application involving essentially the same property by the same or similar applicant.

\*Deposits for land use applications that require more than two requests or large in scale shall be determined by the City Administrator.

\*Deposits will be returned for land use projects paid in full after final approval, deposits for wetland and grading permits will be returned upon acceptance of work if bills are paid in full.

\*Escrow for building certificate will be returned upon acceptance of project.

\*Land use applications are processed by planning, building, finance, engineering and legal departments and all costs associated with the review shall be billed to the applicant.

Ordinance No. 626  
December 19, 2017