



City of New Brighton Application Form

(Land use applications, Subdivision applications, and vacation requests will not be considered complete and will not be accepted until all property owners have signed)

I. Property Owner #1

(name) (mailing address) (st) (zip)

(phone #) (fax #) (email)

Signature: _____

II. Property Owner #2 *For more than two owners, please provide their information and signature(s) on a separate sheet.*

(name) (mailing address) (st) (zip)

(phone #) (fax #) (email)

Signature: _____

III. Please identify the request(s) for which you are applying:

- ☐ **LAND USE APPLICATION** (subject to MN State Statute 15.99 timelines)
- | | |
|---|--|
| <input type="checkbox"/> Variance | <input type="checkbox"/> Non-conforming Use Permit |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Grading Permit |
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Moving/Relocating Structures Permit |
| <input type="checkbox"/> Zoning Code Amendment / Rezoning | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Other: |

- ☐ **SUBDIVISION APPLICATION** (subject to MN State Statute 462.358, subd. 3b timelines)
- | | |
|---|---|
| <input type="checkbox"/> Administrative Lot Split | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> PUD or PRD | <input type="checkbox"/> Final Plat |

- ☐ **GENERAL APPLICATION** (not subject to any state mandated timelines)
- | | |
|--|--|
| <input type="checkbox"/> Right of Way Vacation | <input type="checkbox"/> Municipal Site Work Authorization |
| <input type="checkbox"/> Easement / Utility Vacation | <input type="checkbox"/> Zoning Letter |
| <input type="checkbox"/> Administrative Appeal | <input type="checkbox"/> Consultant Consultation |
| <input type="checkbox"/> Deadline Extension Request | <input type="checkbox"/> Other: |

FEES

Fees for individual application types are established on a yearly basis by the City Council.

Please see the attached fee schedule for the applicable costs (and possibly escrow requirements) for your request(s)

Briefly describe your request below *(If additional space is needed, please attach a narrative to this application)*

IV. Property & Contractor Information:

Street Location/Address of Property: _____

Property Identification Number (PID): _____ Zoning District: _____

Legal Description (From Deed or Certificate of Title): ☐ *Please see attached*

Lot: _____ Block: _____ Addition: _____

Property described is by: ☐ Abstract ☐ Torrens – Certificate #: _____

Location of Certificate: _____

Architect (if applicable): _____ Phone: _____

Surveyor/Engineer (if applicable): _____ Phone: _____

Builder (if applicable): _____ Phone: _____

V. Main Contact Person☐ Property Owners☐ Other (if other, please fill out the information below)

Title (Position or relation to property owners): _____

(name) (address) (st) (zip)_____
(phone #) (fax #) (email)**VI. Notice of Fees**

As set forth in the City Fee Schedule and pursuant to applicable law, the property owner shall be responsible to reimburse the city for all related miscellaneous costs incurred pursuant to the processing of this application. Note that these reimbursements may exceed the amount of the original land use application fee. Such expenses may include, but are not limited to, direct city payroll and overhead costs, fees paid to consultants and other professionals, and the cost of printing, mailing, and supplies. These miscellaneous fees are due immediately upon notification by the City. The City shall provide, upon request, an itemized statement of the various expenses incurred by the City. The City may withhold final action on a land use application and/or rescind prior action until all miscellaneous fees are paid. The City may require additional deposits, if deemed necessary. The property owner agrees to allow city staff and commission members to access the property per this application for inspection.

I acknowledge that I have read the above statement and fully understand that I am responsible for all costs incurred by the City in the processing and reviewing of this application.

Property Owners Signature: _____ **Date:** _____**ADMINISTRATIVE USE ONLY:**

Date Application Received: _____ PC Date: _____

Fee Paid: _____ CC Date: _____

Escrow Paid: _____

Receipt Number: _____

Form Last Updated 10.18.18

City of New Brighton | Development Review Schedule | 2018 - 2019

Application Submission Deadline (Friday)	<i>Review for Completion</i>	Public Hearing Notice Deadline (Thursday)	Notice Published (Wednesday)	10-day Neighbor Mailing Notice Deadline (Friday)	Planning Commission Meeting (Tuesday)	Projected City Council Meeting (Tuesday)
2018						
September 14, 2018	9/24 to 9/28	9/27/18	10/3/18	10/5/18	10/16/18	10/23/18
October 19, 2018	10/22 to 10/26	11/1/18	11/7/18	11/9/18	11/20/18	11/27/18
November 16, 2018	11/19 to 11/21	11/29/18	12/5/18	12/7/18	12/18/18	12/25/18
December 14, 2018	12/17 to 12/21	12/27/17	1/2/18	1/4/18	1/15/18	1/22/18
2019						
January 18, 2019	1/21 to 1/25	1/31/19	2/6/19	2/8/19	2/19/19	2/26/19
February 15, 2019	2/18 to 2/22	2/28/19	3/6/19	3/8/19	3/19/19	3/26/19
March 15, 2019	3/18 to 3/22	3/28/19	4/3/19	4/5/19	4/16/19	4/23/19
April 19, 2019	4/22 to 4/26	5/2/19	5/8/19	5/10/19	5/21/19	5/28/19
May 17, 2019	5/20 to 5/24	5/30/19	6/5/19	6/7/19	6/18/19	6/25/19
June 14, 2019	6/17 to 6/21	6/27/19	7/3/19	7/5/19	7/16/19	7/23/19
July 19, 2019	7/22 to 7/26	8/1/19	8/7/19	8/9/19	8/20/19	8/27/19
August 16, 2018	8/19 to 8/23	8/29/19	9/4/19	9/6/19	9/17/19	9/24/19
September 13, 2019	9/16 to 9/20	9/26/19	10/2/19	10/4/19	10/15/19	10/22/19
October 18, 2019	10/21 to 10/25	10/31/19	11/6/19	11/8/19	11/19/19	11/26/19
November 15, 2019	11/18 to 11/22	11/28/19	12/4/19	12/6/19	12/17/19	12/24/19
December 20, 2019	12/23 to 12/27	1/2/20	1/8/20	1/10/20	1/21/20	1/28/20

New Brighton 2019 Fee Schedule

PLANNING & ZONING FEES:

Description	2019
SUBDIVISIONS	
Administrative Lot Split	\$360
Minor Subdivision/Lot Split	
base fee	\$280
plus per lot charge	\$85
Preliminary Plat	
base fee	\$550
plus per acre charge (capped at five acres)	\$130
minimum escrow (for plats over five acres)	\$2,500
Final Plat	\$300
Planned Unit Development (PUD)	
Preliminary Phase (PUD)	\$1,260
minimum escrow	\$2,500
Final Phase (PUD)	\$300
Planned Residential Development (PRD)	
Preliminary PRD Phase	
base fee	\$815
minimum escrow	\$2,500
Final PRD Phase	\$270
Park dedication fee (Residential Per D.U.)	\$1,825
Park dedication fee (Commercial / Industrial per acre)	\$13,445
LAND USE	
Comprehensive plan amendment	\$1,195
Rezoning	\$1,195
Zoning Code Amendment	\$1,195
Variance	
residential	\$320
nonresidential	\$820

New Brighton 2019 Fee Schedule

PLANNING & ZONING FEES:

Description	2019
Special Use Permit	
residential	\$370
nonresidential	\$650
Nonconforming Use Permit:	
residential	\$270
other	\$605
Site Plan Review	\$555
Sign Permit	
permanent	\$145
temporary	\$60
Excavation:	
Area of less than 12,000 sq feet	\$105
Area greater than 12,000 sq feet	\$195
Establish Mobile Home Park:	
Permanent	\$115
Temporary	\$70
GENERAL	
Vacation	\$260
Administrative Appeal	\$250
Deadline Extension Request	\$85
Municipal Site Work Authorization	\$250
Zoning Letters	\$85