



# **PLANNING DEVELOPMENT APPLICATION**

## **City of New Prague**

### **Planning Office**

118 Central Avenue N  
New Prague, MN 56071

File Number \_\_\_\_\_

Fee Paid \_\_\_\_\_

Complete Application \_\_\_\_\_

Date Filed \_\_\_\_\_

Zoning District \_\_\_\_\_

PID \_\_\_\_\_

60 Days Ends \_\_\_\_\_

#### **APPLICATION (S) FOR:**

\_\_\_\_ Rezoning (\$550.00)

\_\_\_\_ Conditional Use Permit/PUD/IUP (\$550.00)

\_\_\_\_ Amendments for CUP/PUD (\$440.00)

\_\_\_\_ Vacation (\$495.00)

\_\_\_\_ Comp. Plan Amendment (\$660.00)

\_\_\_\_ Preliminary Plat (\$660.00)

\_\_\_\_ Final Plat (\$495.00)

\_\_\_\_ Variance (\$385.00)

\_\_\_\_ Concept Plan (\$330.00)

\_\_\_\_ Annexation (\$605.00)

1. Street Location of Property: \_\_\_\_\_

2. Legal Description of Property: \_\_\_\_\_

3. Name of Property Owner: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_ E-mail \_\_\_\_\_

4. Name of Applicant: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_ E-mail \_\_\_\_\_

**5. Name of Contact Person:** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

**Address of Contact Person:** \_\_\_\_\_ **E-mail** \_\_\_\_\_

6. Name of Architect/Engineer: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of Architect/Engineer: \_\_\_\_\_ E-mail \_\_\_\_\_

7. Name of Architect/Engineer: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of Architect/Engineer: \_\_\_\_\_ E-mail \_\_\_\_\_

**The contact person noted above will receive all review comments and requests for revisions from the City. They are responsible to inform all parties involved on the project of changes or updates that may occur throughout the process.**

8. State proposed use and a description of project proposed or variance requested.

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**NOTE: APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMISSIONS HAVE BEEN RECEIVED.**

For all applications, other than for variances and final plats, applicants are required to furnish to the City a list of names and addresses of property owners within 350 feet radius of the subject property. Also to be included are two sets of address labels of the property owners. These must accompany the applicant at the time of submittal.

**Acknowledgment and Signature:**

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the City of New Prague to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of New Prague, and the laws of the State of Minnesota, and the undersigned applicant will pay all fees and charges incurred by the City for the examination and review of this petition.

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

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**AGREEMENT TO PAY PROFESSIONAL FEES**

I/we, the undersigned Applicant, hereby agree that I/we will pay all outside fees and charges that may be incurred by the City for planning, engineering, legal and any other professional services directly related to and incurred by the City during the examination, review and processing of this Application, and during any necessary enforcement action subsequent to this request. I/we understand that the Applicant fee is only an administrative charge intended to defray costs associated with City Staff services and resources required for the processing of this request. If a determination is made by the City that outside professional services are necessary for the review and processing of this Application, the City Planner may require the Applicant to enter into a development escrow agreement and deposit funds in escrow with the City. The sum to be deposited will be based upon the anticipated direct costs to the City. The City will also make every reasonable effort to keep these charges to a minimum, yet still provide the needed level of professional services. If direct costs for professional services are in excess of funds placed in escrow, then additional escrow funds may be required to be submitted prior to further processing of the request. Otherwise any fees resulting in charges above the escrow funds placed on deposit will be billed and promptly paid by the Applicant prior to the final disposition of the request by the City. If direct costs to the City are less than the sum placed in escrow, then the balance will be refunded to the Applicant upon final disposition of the request by the City.

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

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

-----**FOR OFFICE USE ONLY**-----

Date of Public Hearing: \_\_\_\_\_ Receipt # \_\_\_\_\_ Ordinance Section \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ by the Planning Commission on \_\_\_\_\_

(Date) subject to the following conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ by the City Council on \_\_\_\_\_

(Date) subject to the following conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_