



CITY OF SHOREWOOD

5755 COUNTRY CLUB ROAD • SHOREWOOD, MINNESOTA 55331 • 952.960.7900 • planning@ci.shorewood.mn.us

PLANNING AND PROTECTIVE INSPECTIONS

ZONING/SUBDIVISION APPLICATION

(Please type or print.)

PROPERTY

Address: _____

Legal Description: _____ P.I.N.: _____

OWNER

Name: _____ Day Telephone No.: _____

Address: _____
(Street) (City/State) (Zip code)

Email Address: _____

APPLICANT

Name: _____ Day Telephone No.: _____

Address: _____
(Street) (City/State) (Zip code)

Email Address: _____

DESCRIPTION AND/OR REASON FOR REQUEST: (or attach as separate sheet)

APPLICATION FOR:	Fee	Escrow
Variance - Residential		
Variance - Commercial		
Cond. Use Permit - Residential		
Cond. Use Permit - Commercial		
Minor Subdivision		
Preliminary Plat		
Final Plat		
Planned Unit Development		
Comp Plan Amend - Preapp.		
Comp Plan Amend - Formal		
Zoning District Amendment		
Zoning Text Amendment		
Site Plan Review/C.O.		
Special Home Occupation Permit		
Subtotals		
Grand Total		

NOTICE: Applicant is hereby advised, pursuant to Minn. Stat. §15.99 Subd. 3 (e), that due to public hearing legal notification requirements and the schedule of Planning Commission and City Council meetings, approximately 75 to 120 days will be required to process many of these applications.

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expenses.

X
_____ **Applicant's signature** **Date**

Property owner signature (if different)

Date Paid: _____ Receipt No. _____

Case No.: _____

PLANNING AND ZONING APPLICATIONS FEE SCHEDULE

Application	Reviewing Agencies – Fee Detail	Total
Conditional Use Permit (residential)	Planning Commission/City Council	\$400
Conditional Use Permit (non-residential)	Planning Commission/City Council (\$500 Fee/\$1,000 Escrow)	\$1,500
Variances (residential)	Planning Commission/City Council	\$400
Variances (non-residential)	Planning Commission/City Council	\$500
Planned Unit Development – Concept Stage	Planning Commission/City Council (\$500 Fee/\$1,000 Escrow)	\$1,500
Planned Unit Development – Development Stage	Planning Commission/City Council (\$700 Fee/\$1,000 Escrow)	\$1,700
Planned Unit Development – Final Stage	City Council (\$500 Fee/\$1,000 Escrow)	\$1,500
Site Plan Review	Planning Commission/City Council (\$200 Fee/\$1,000 Escrow)	\$1,200
Subdivision Sketch Plan Review	Planning Department	\$200
Minor Subdivision (2 lots maximum)	Planning Commission/City Council (\$500 Fee/\$1,000 Escrow)	\$1,500
Preliminary Plat	Planning Commission/City Council (\$600 plus \$25 per lot Fee/\$1,000 Escrow for fewer than 5 lots, or \$3,000 escrow for over 5 lots)	\$1,600+
Final Plat	City Council (\$500 plus \$25 per lot Fee/\$1,000 Escrow for 5 or fewer lots, or \$2,000 for over 5 lots)	\$1,500+
Park Dedication	Cash in lieu of land	\$6,500 per lot
Comprehensive Plan Amend – Pre-application	Planning Commission	\$200
Comprehensive Plan Amend – Formal application	Planning Commission/City Council (\$800 Fee/\$1,000 Escrow)	\$1,800
Zoning Amendments (Text or Map)	Planning Commission/City Council (\$600 Fee/\$1,000 Escrow)	\$1,600
Extension of Deadline for Recording Resolution	City Council	\$200
House Moving Permit	Planning Commission/City Council (Actual Cost of Engineer's review time/\$200 Escrow)	\$200 + review cost
Home Occupation Special Permit	Planning Commission/City Council	\$200
Interim Use Permit (residential)	Planning Commission/City Council	\$400
Interim Use Permit (non-residential)	Planning Commission/City Council (\$500 Fee/\$1,000 Escrow)	\$1,500
Zoning Verification Letter	Administrative	\$50

Escrows are used to pay for the City's consulting engineers and attorney to review the application. Should the cost of reviewing the application exceed the amount shown, the applicant will be billed for the additional amount. Any escrow not used to review the application shall be returned to the applicant at the conclusion of the application process.

APPLICATION DEADLINES AND TENTATIVE MEETING DATES FOR COMPLETE APPLICATIONS

Application Deadline	Planning Commission Public Meetings	City Council Public Meetings
January 18, 2022	March 1, 2022	March 14, 2022
February 22, 2022	April 5, 2022	April 25, 2022
March 22, 2022	May 3, 2022	May 23, 2022
April 19, 2022	June 7, 2022	June 27, 2022
May 24, 2022	July 5, 2022	July 25, 2022
June 21, 2022	August 2, 2022	August 22, 2022
July 26, 2022	September 6, 2022	September 26, 2022
August 23, 2022	October 4, 2022	October 24, 2022
September 20, 2022	November 1, 2022	November 28, 2022
October 25, 2022	December 6, 2022	January 9, 2023
November 22, 2022	January 3, 2023	January 23, 2023
December 20, 2022	February 7, 2023	February 27, 2023

***2023 City Council dates are not adopted at this time and all dates are subject to change**