



1245 West Highway 96
 Arden Hills, Minnesota 55112
 Telephone (651) 792-7800
 Fax (651) 634-5137
 www.cityofardenhills.org

For Office Use Only	
Planning Case No.	19- _____
Submittal Date	_____
Application Completed Date	_____
Accepted by	_____
Receipt Number	_____
Council Decision	_____
Council Decision Date	_____

2019 LAND USE APPLICATION

Applicant Information

Applicant: Justin Brown _____
 Address: 2076 Chatsworth Ct. Roseville MN 55113 _____
 Telephone No.: 651-269-6638 _____ Other: _____
 Fax No.: _____
 Email Address: jebrown545@gmail.com _____

Property Information

Property Owner: Justin Brown _____
 Owner Address: 3159 Shoreline Ln, Arden Hills MN 55112 _____
 Owner Telephone No. 651-269-6638 _____ Other: _____
 Address of Property Involved: 3159 Shoreline Ln, Arden Hills MN 55112 _____
 Legal Description: Lot 10 Block 2 of JOSEPHINE LAKE PARK, RAMSEY CO LOT 10 BLK 2 _____
 Property ID No.: 343023440030 _____
 Type of Use: SINGLE FAMILY DWELLING, PLATTED LO _____
 Zone: Residential _____ Property Acreage: 0.33 Acres _____

Type of Request

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive Plan Amendment (Fee: \$500 + Escrow: \$1,000) <input type="checkbox"/> Conditional Use or Interim Use Permit/CUP or IUP Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Preliminary Plat (Fee: \$500 + Escrow: \$1,000) <input type="checkbox"/> Final Plat (Fee: \$500 + Escrow: \$1,000) <input type="checkbox"/> Concept Plan Review (Fee: \$150 + Escrow: \$1,000) <input type="checkbox"/> Master Planned Unit Development or Master Special Development Plan (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Final Planned Unit Development or Final Special Development Plan (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Planned Unit Development Amendment or Special Development Plan Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Site Plan Review (Fee: \$350 + Escrow: \$1,000) | <ul style="list-style-type: none"> <input type="checkbox"/> Rezoning or TCAAP Regulating Plan Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Zoning Code or TCAAP Redevelopment Code Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> City Code Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Lot Split/Minor Subdivision (R-1 and R-2 Districts Only) (Fee: \$350 + Escrow: \$1,000) <input checked="" type="checkbox"/> Variance or Permitted Adjustment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Vacation of Easement or Right-of-Way (Fee: \$150 + Escrow: \$1,000) <input type="checkbox"/> Appeal of Administrative Decision (Fee: \$150 + Escrow: \$1,000) <input type="checkbox"/> Land Use Requests – Not Already Specified (Fee: \$150 + Escrow: \$1,000) |
|---|--|

Brief Description of Request (please also include a typed, detailed letter explaining the project):

5 ft variance requested for deck setback to shoreline. The current home was built in 1962. Since construction, times and conditions have changed. The current setback prohibits reasonable development without a variance. The shoreline creates a hardship that is not present on similar sized lots on Lake Josephine.

IMPORTANT

- Certain applications are subject to review and approval by the Rice Creek Watershed District. Contact RCWD directly at 763-398-3070 for additional information.
- The land use application fees do not cover building, sign, or other permit fees that may be required upon approval of a land use application.
- All applications will be subject to additional fees for reimbursement of consultant costs associated with filing, reviewing, and processing of application in the form of an escrow to the City.

Filing & Information Requirements

The City requests that you make a pre-application meeting with the City Planner to discuss the application process, requirements, and deadlines. Unless waived by the City Planner or Planning Commission, a certified survey of the property is required for all applications. A checklist with additional application requirements can be found at www.cityofardenhills.org/landuseapplications.

Complete/Incomplete Applications

Under Minnesota Statute, Chapter 15.99, cities have 15 business days to review all plans and application materials to ensure they satisfy City requirements. During the 15 day review period, planning staff will provide written comments on the application and may request plan revisions. If the application is determined to be complete, Minnesota State Statute then requires the City to approve or deny the application within 60 days, up to 120 days. If not complete, the City may require plan revisions and/or additional information before the application is scheduled for Planning Commission review and/or City Council action. Project will not be scheduled for any meeting until the application submittal is found to be complete by the City Planner.

Payment of Fees and Escrows

The undersigned acknowledges that she/he understands that before a land use application can be deemed complete, all required fees and escrows must be paid to the City. The applicant is responsible for all costs incurred by the City related to the processing of this application. Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow may include planning and engineering staff time, City Attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20 percent of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The City may withhold final action on a land use application, withhold building permits, and/or rescind prior action until all fees have been paid. Unused portions of an escrow are returned to the applicant upon successful implementation of an approved plan. The escrow may be reduced or increased by the City Planner on a project by project basis.

Notice of Meeting Attendance

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda.

Meeting Schedule

Planning Commission meetings are typically held on the first Wednesday after the first Monday of each month at 6:30 PM, though please contact City Hall to verify the meeting date and time. City Council meetings are held typically the last Monday of the same month at 7:00 PM. Meetings are held in the Council Chambers at the City of Arden Hills, 1245 West Highway 96, Arden Hills, Minnesota 55112, unless otherwise stated. The schedules below are for reference purposes only. Project will not be scheduled for any meeting until the application submittal is found to be complete by the City Planner.

2019 Planning Commission and City Council Schedule (*subject to change)

TENTATIVE PLANNING COMMISSION MEETING DATE* (Generally held on the first Wednesday after the first Monday at 6:30 p.m.)	TENTATIVE CITY COUNCIL MEETING DATE* (Generally held on the fourth Monday at 7:00 p.m.)
January 9	January 28
February 6	February 25
March 6	March 25
April 3	April 22
May 8	May 28
June 5	June 24
July 10	July 22
August 7	August 26
September 4	September 23
October 9	October 28
November 6	November 25
December 4	January 14 (2020)
January 8 (2020)	January 27 (2020)

Acknowledgement and Signature

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per city code and ordinance requirements. I fully understand that I am responsible for all costs incurred by the City related to the processing of this application.

Justin Brown
 Property Owner Signature (Required)

12/16/2019
 Date

 Applicant Signature (If different than the property owner)

 Date

Please contact the City Planner at 651-792-7800
 if you have any questions regarding this application.

Additional copies of this application form are available on the City's website: www.cityofardenhills.org/landuseapplications



Escrow Account Set Up Form

Date: 12/16/2019

Site Address: 3159 Shoreline Ln, Arden Hills MN 55112

Deposit made by: Justin Brown

Amount: \$ 1,000.00

Address to send statements: 2076 Chatsworth Ct. Roseville MN 55113

Contact Person: Justin Brown

Telephone No.: 651-269-6638 Email Address: jebrown545@gmail.com

Purpose of Escrow Account: Variance Application

Arden Hills Finance Department policy requires that escrow deposits be held for six months once a permit has been closed in order to ensure all costs associated with the project have been covered. Please note: Land Use Applications may be required to maintain a minimum balance as established by the City, and will require replenishment when balances fall below the minimum balance. I acknowledge that I have read this policy and fully understand that any remaining escrow balance will be released after a six-month waiting period.

Justin Brown
Applicant Signature

12/16/2019
Date

Office Use Only

Staff Name: _____ Department: _____

Type of Escrow:

- Landscaping
- Grading & Erosion (PW# _____)
- Site Improvements (PW# _____)
- Security Deposit – Do Not Charge
- Land Use Application (PC# _____)
- Temporary Certificate of Occupancy
- Other: _____

Additional Notes: _____