



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.	26-
Submittal Date	_____
Application Completed Date	_____
Accepted by	_____
Receipt Number	_____
Council Decision	_____
Council Decision Date	_____

2026 LAND USE APPLICATION

Applicant Information

Applicant: _____

Address: _____

Telephone No.: _____ Other: _____

Fax No.: _____

Email Address: _____

Property Information

Property Owner: _____

Owner Address: _____

Owner Telephone No. _____ Other: _____

Address of Property Involved: _____

Legal Description: _____

Property ID No.: _____

Type of Use: _____

Zone: _____ Property Acreage: _____

Type of Request

- Comprehensive Plan Amendment (Fee: \$600 + Escrow: \$2,500)
- Conditional Use or Interim Use Permit/CUP or IUP Amendment (Fee: \$500 + Escrow: \$1,500)
- Preliminary Plat (Fee: \$600 + Escrow: \$2,500)
- Final Plat (Fee: \$400 + Escrow: \$1,500)
- Concept Plan Review (Fee: \$400 + Escrow: \$1,500)
- Master Planned Unit Development or Master Special Development Plan (Fee: \$600 + Escrow: \$2,500)
- Final Planned Unit Development or Final Special Development Plan (Fee: \$400 + Escrow: \$2,000)
- Planned Unit Development Amendment or Special Development Plan Amendment (Fee: \$400 + Escrow: \$1,500)
- Site Plan Review (Fee: \$600 + Escrow: \$1,500)
- Rezoning or Rice Creek Commons Regulating Plan Amendment (Fee: \$500 + Escrow: \$1,500)
- Zoning Code or TCAAP Redevelopment Code Amendment (Fee: \$500 + Escrow: \$2,000)
- City Code Amendment (Fee: \$500 + Escrow: \$2,000)
- Lot Split/Minor Subdivision (R-1 and R-2 Districts Only) (Fee: \$400 + Escrow: \$1,500)
- Variance or Permitted Adjustment (Fee: \$400 + Escrow: \$1,500)
- Vacation of Easement or Right-of-Way (Fee: \$200 + Escrow: \$1,000)
- Appeal of Administrative Decision (Fee: \$200 + Escrow: \$1,500)
- 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):

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 Community Development Director to discuss the application process, requirements, and deadlines. Unless waived by the Community Development Director 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 Community Development Director.

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 Community Development Director 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 Community Development Director.

2026 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.)	DEADLINE FOR LAND USE APPLICATION SUBMISSION (1 st day of the preceding month)
January 7	February 9	December 1 (2025)
February 4	March 9	January 2
March 4	April 13	February 2
April 8	April 27	March 2
May 6	May 26*	April 1
June 3	June 22	May 1
July 8	July 27	June 1
August 5	August 24	July 1
September 9	September 28	August 3
October 7	October 26	September 1
November 4	November 23	October 1
December 9	January 11 (2027)	November 2

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.

Property Owner Signature (Required)

Date

Applicant Signature (If different than the property owner)

Date

Please contact the Community Development Director 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