

CITY OF *Sunfish Lake* MINNESOTA

Dear Applicant:

The City of Sunfish Lake is pleased to consider your planning and zoning request. This letter and attached material is intended to assist you with the formal processing of your proposal. Our goal is to make the review and approval process as economical and efficient as possible.

Application Requirements and Procedures. This letter and the attached materials provide information on application submission deadlines, the City review schedule, information submittal requirements for site and building plan reviews, review procedures, and application fees. Applicants may contact the City Planner with any questions regarding the application process. In addition, other City Staff is available to answer questions specific to their areas of expertise as you prepare your application materials for submission. Contact information for staff can be found at the end of this letter.

Pre-Application Meeting. A pre-application meeting with City Staff is required for all types of proposals prior to processing of the application and payment of fees to help explain ordinance requirements, identify the details of the request, review concept plans, provide advice, and potentially avoid any unnecessary plan modifications or site design related conflicts. Please contact the City Planner to arrange this meeting.

Site Visit with Staff. An onsite visit with the City Planner, City Engineer, City Forrester, and the applicant is necessary before an application can be submitted. The purpose of the site visit is to walk the property and identify any issues with the site before an application is submitted.

Required Fees/Escrow Deposit. A copy of the most current filing fees and escrow deposit amounts required by the City has been provided for your reference. The City of Sunfish Lake operates on a pass-through fee system whereby all review costs related to the processing of requests are the property owner's responsibility rather than that of the tax-paying residents. All fees must be paid at the time of application. City Staff will make every effort to keep costs at a minimum. You can have a great impact on controlling these costs by submitting complete and comprehensive documents, plans, and designs which respond to the application procedures which have been outlined. Incomplete submittals result in increased review time, unnecessary costs for the applicant, and potentially, rejection of an application.

Your signature on the application obligates you to pay any and all fees which are incurred from the time of application submittal through project completion. The fee payment and escrow deposit are applied to the project costs when you proceed through the entire process and complete the project. However, if a project is abandoned before approval or completion, the fee amount is retained by the City and you owe the outstanding balance. Denial of a project does not negate the review costs generated or money owed. **The escrow deposit is simply a reasonable estimate of project review costs based upon the average cost of past similar projects. It is not uncommon for the actual project cost to vary higher or lower than that indicated, as necessary work varies by site and project.** You may be asked to

submit another deposit prior to approval of your project, depending upon individual circumstances.

You will be billed at the end of the project by the City Treasurer and provided with a detailed itemization of project review costs. Incomplete applications, lack of required plans or detailed information, changes in original plans, and additional site inspections needed due to site design, installation or enforcement problems will add significant cost to the project. We will do everything we can to help you avoid these problems from the onset.

Property Owner Notification. All site/building plan, preliminary/final plat, conditional/interim use permit, administrative permit, variance, rezoning or amendment requests in the City require that property owners adjacent to, or who may be affected by, the request be notified. The City Planner is responsible for identifying and notifying property owners via mail (postmarked) at least 10 days prior to the Planning Commission meeting. Persons notified of the request may include those fee owners/parcels adjacent to or separated from the subject property who/which may be impacted by physical, visual, noise or other factors. This will be done at costs to the applicant and should an application be withdrawn or continued to future meetings, property owners will be re-notified.

Public Meetings. Your request will be reviewed by the City of Sunfish Lake Planning Commission and City Council. The Planning Commission reviews the request first and makes a recommendation to the City Council. The City Council has final approval or denial of the project. The City of Sunfish Lake holds Planning Commission meetings on the third Wednesday of each month and City Council meetings are held on the first Tuesday of every month at which time requests may be heard, provided the application, materials, and payment of fees/deposits have been found to be complete. The designated location of both meetings is St. Anne's Church, 2035 Charlton Road, Sunfish Lake. The scheduled time for Planning Commission meetings is 7:00 PM and the City Council meetings are also held at 7:00 PM. In addition, a site visit will be scheduled prior to the Planning Commission meeting to provide officials, staff or neighbors an opportunity to observe conditions impacting the requested project. Actual meeting dates and times should be verified with City Staff, as holidays sometimes necessitate a change and each request must be included on a meeting agenda. **The property owner or building representative (e.g. contractor or architect) must be present at the meetings unless otherwise informed by the City Planner.**

Timetable. Completed applications must be received at the City Planner's office no less than 30 days prior to the next regular Planning Commission meeting date for which hearing of a request is desired. Please see the attached "Application Schedule" for application submittal deadlines and City meeting dates. If additional materials are requested by City Staff after initial review of the application, they must be received no less than 10 working days prior to the meeting. After Planning Commission hearing of the request, they have up to 30 days to make recommendation to the Mayor and City Council, whereupon the City Council will place the application on the agenda of its next regular meeting.

Plan Approval/Changes. Approval of a request may only be granted by the City Council, except for minor site plan reviews and administrative permits which do not require public

hearings and may be reviewed and approved by the City Planner. The City Planner, Engineer, forester, and other consultants make recommendation to the City Council regarding the approval or denial of a project based upon the established Ordinances and individual circumstances. The final decision always rests with the City Council who may or may not concur with the consultant(s) recommendation.

When the City Council approves projects, it is based upon the information submitted at the time of application, as well as additional conditions which may be attached to the project. Following formal action by the City Council, a resolution is prepared which outlines the specifics of the project. **The City Planner or Building Inspector must be notified of any deviation from approved plans.** If the changes are significant, the project may have to be reviewed again by the City Council.

Site Inspections. All building and improvement projects within Sunfish Lake require site inspections before a Certificate of Occupancy and formal approval will be given. The inspections are required prior to project start and when the project is complete. **It is the contractor's and/or property owner's responsibility to notify the City Planner of these stages when a site inspection is to occur.** A meeting will be set up on the project site with the City Planner, the property owner (if available), contractor/builder, City Building Official and other staff when needed. In some cases, the City Planner may waive attendance by one or more individuals if site circumstances, conditions of project approval, past performance, etc. warrant such.

The inspections are separate from other inspections that may be necessary by the City Building Inspector, City Septic System Inspector, City Engineer, or other individuals. The cost of site inspections is \$75 each and payment of this amount shall be the responsibility of the property owner, but payment through (and by) the contractor or applicant is acceptable. This amount is above and beyond the average review costs (for which the established escrow deposit is an estimate).

Security Deposit. At the final site inspection, any work not yet complete or any conditions of approval not yet met will be evaluated. The City will then make a determination as to whether a security deposit or letter of credit will be required before the certificate of occupancy or formal approval is given. This will apply to primarily site design issues such as grading, seeding/sodding or erosion control, perimeter landscaping or screening, and drainage issues related to lakes or wetlands which many times cannot be addressed or completed during times of bad weather. However, utilization of a security deposit or letter of credit is not necessarily limited to these items and may also be used to ensure that other aspects of the project are completed properly and in a timely fashion.

Contractor/Property Owner Penalties. Contractors, builders, and/or property owners shall be responsible for utility lines which are damaged or broken within the City during site work and construction. The cost to repair a broken utility line will be the individual's responsibility and a \$1,000 fee may be charged if utility lines such as gas lines or downed power lines require emergency vehicle assistance. As is the case with other fees and review costs owed, the City

reserves the right to charge costs or fees for utility line repair as an assessment against the property if not paid.

Contacts.

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Thank you for your review of this letter and the attached information. We look forward to working with you on your request and application.