



2025 DEVELOPMENT APPLICATION

For Office Use Only

Date of Complete Application: _____

Area No. _____

File No. _____

Signs _____

Online submittal of this application is required at <https://burnsvillemn.portal.opengov.com>

APPLICATION FEE PER SUBMITTAL: \$820.00 Plus Required Escrow *(See Below for Escrow Amounts)*

For explanation of what Application fee covers, see page 3 in Development Application

- | | |
|---|---|
| ☐ Appeals (Escrow \$5,000) | ☐ Planned Unit Development/Amendment |
| ☐ Cell Tower/Antenna on City Property (Escrow \$5,000) | ☐ Concept Stage (Escrow \$5,000) |
| ☐ Comprehensive Plan Amendment (Escrow \$5,000)** | ☐ Development Stage (Escrow \$5,000) |
| ☐ Conditional Use Permit (Escrow \$5,000) | ☐ Both (Escrow \$5,000) |
| ☐ Amendment (Escrow (5,000)) | ☐ Amendment (Escrow \$5,000) |
| ☐ Environmental Review (EAW, EIS, AUAR)
<i>(Escrow \$25,000 or consultant's estimate
whichever is greater if City is RGU;
\$5,000 if City is not RGU)</i> | ☐ Preliminary & Final Plat (Escrow \$5,000) |
| ☐ Heart of the City Site Plan Review
(Escrow \$5,000) | ☐ Preliminary & Final Plat (Escrow \$2,500
<i>each if reviewed separately</i>) |
| ☐ Interim Use Permit (Escrow \$5,000) | ☐ Registering Non-Conforming Uses
(GIM & GIH) (Escrow \$525) |
| ☐ Ordinance Amendment (Escrow \$5,000) | ☐ Rezoning (Escrow \$5,000) |
| | ☐ Variance (Escrow \$1,000) |
| | ☐ Variance (Single Family Home)
(\$410 Fee + Escrow \$1,000) |

If an Ordinance publication is required, the fee will be deducted from your escrow account.

Form to be typed or printed in ink. If space provided is insufficient, use additional sheets, keeping information to the proper item number.

1. _____
Legal Description **(required)**

2. _____
Street Address of Property Involved

3. _____
Fee Owner of Property **(This name will be used on legal documents)** Telephone No. _____

☐ Minnesota Corporation If not, please specify _____

☐ If Other State, please specify _____

☐ LLP (Limited Liability Partnership)

☐ LLC (Limited Liability ☐ Company OR ☐ Corporation)

4. _____
Address of Fee Owner Email Address

5. _____
Applicant Name Address Email Phone No.

6. _____
Name of Plat No. of Lots

7. _____
***Name of Contact Person Telephone No.**

Address of Contact Person E-Mail Address (Required)

***The contact person noted above will receive all review comments and requests for revisions from the city by email. The contact person is 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.

Owners & Encumbrances Report

For all applications an **Owners & Encumbrances Report** must be provided from a **Certified Abstract Company**. The O&E Report must accompany the application at the time of submittal.

APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMITTAL DOCUMENTS HAVE BEEN RECEIVED.

NOTE THE FOLLOWING REQUIREMENTS:

- A. All plans submitted for review must be folded. Digital plans are required for all applications.**
- B. Final Plat mylars will not be released for recording and Building Permits will not be issued until all legal documents are signed and returned to the Planning Department.**

Certification of Taxes Paid

The undersigned applicant hereby certifies to the city that there are no delinquent property taxes; special assessments; interest; city utility, inspections, rental license and re-inspection fees due upon the parcel of land to which the application relates. The applicant further understands that if there are delinquent property taxes; special assessments; interest; city utility, inspections, rental license and re-inspection fees due upon the parcel of land to which the application relates that the application will be considered incomplete, will not be processed, and all materials will be rejected.

Acknowledgment and Signature:

The undersigned applicant and owner (if different from applicant) hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Burnsville to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinances of the City of Burnsville, and the laws of the State of Minnesota, and that the undersigned applicant will pay all fees and charges incurred by the city for the examination and review of this petition and that should any fees and charges not be paid that the City of Burnsville is hereby authorized to certify those fees and charges against the property.

Signature of Applicant

Signature of Property Owner

Date

Date

Application Fees & Refunds

Planning application fees cover the following costs: meeting room time, one site sign, copies, minutes, public hearing and legal notices. The escrow deposit will be utilized for the cost of staff review time, consultants, meetings with applicants, neighborhood meetings, preparation of staff reports, preparation of legal documents, review and editing of planning commission minutes, staff reports and legal documents. Additional site signs are \$25.00 each.

Refunds of application fee will be one-half of the fee and any remaining escrow if the application is withdrawn prior to publication of the public hearing notice. After publication, no refunds will be given. Escrow accounts will be refunded after the Certificate of Occupancy is issued for the project. This would be for the building shell in the case of a multi-tenant retail or industrial project with separate tenant finish permits, all of the units in a residential subdivision or the entire building in the case of a multi-family or single tenant commercial/industrial development.

ADDENDUM TO DEVELOPMENT APPLICATION
AGREEMENT TO PAY CITY PROFESSIONAL FEES

Applicant Name

Address of Property Involved

I/we, the undersigned applicant, hereby agree that I/we will pay all 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 additional professional services are necessary for the review and processing of this application, the Community Development Director or designee 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 possible 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.

Per M.S. 471.462, an applicant may request that the City provide a written, nonbinding estimate of the anticipated consulting fees to be charged to the applicant based on information available at the time of application. Contact the Planning Department at the time of application if you wish to receive an estimate. I acknowledge that by making this request, the application shall not be deemed complete until the city has:

1. provided an estimate to the applicant;
2. received the required application fees as specified by the city;
3. received a signed acceptance of the fee estimate from the applicant; and
4. received a signed statement that the applicant has not relied on the estimate of fees in its decision to proceed with the final application from the applicant

Signature of Applicant

Date

CITY OF BURNSVILLE – APPLICATION CHECKLIST		Case File #		
Applicant Name:				
APPLICATION SUBMITTAL REQUIREMENTS <i>All Application materials must be submitted electronically in PDF format through our online submittal portal (https://burnsvillemn.portal.opengov.com), except for item number 4.</i> Each item must be uploaded as an individual attachment. Failure to separate plan sets may result in an incomplete application status.				
		Submitted		
		Yes	No	N/A
1.	Completed Application Form with property owner's signature & signed Professional Fees Agreement with Estimate Acknowledgement			
2.	Copy of Current Deed or Certificate of Title - Contact Dakota County at: http://www.co.dakota.mn.us/HomeProperty/Recording/PurchaseDocuments/Pages/default.aspx The Recorder's Office will need a written request regardless of whether it's certified or just a copy of the document. Regular copies are \$1 per page or \$10 for a certified copy.			
3.	Certified Abstract Company Documents - Owners' & Encumbrances (O&E) Report			
4.	Development Fee & Escrow Payment (amounts shown on application form) Must be paid by check and mailed to the Planning Department or dropped off at City Hall.			
5.	Project Narrative – Provide a written narrative describing the proposed project, include contact information (name, company, address, phone #, fax # and E-mail) for the person who will coordinate project through the development review process			
6.	Preliminary Plat -Provide items listed on Preliminary Plat handout. Development fees will be calculated based on the information shown on the preliminary plat			
7.	Final Plat -Provide items listed on Final Plat handout			
8.	Certificate of Survey – Provide all existing conditions on-site and surrounding the property including easements, delineated wetlands & wetland delineation report or if there are not wetlands then state on the plans that no wetlands exist			
9.	Site Plan – Existing and Proposed – Utilizing the site survey, provide legal boundaries of the property, easements, buildings, parking lot layout, size of parking stalls, driveway widths, curb detail, curb cuts, setback lines, north arrow, pedestrian circulation, loading areas, OHW of lakes, floodplains, all proposed site improvements including the location of exterior mechanical equipment etc.			
10.	Area Calculations – Existing and Proposed -Provide SF/acreage of property & building, total impervious surface area, total % and SF of green space, % and SF of landscaping within the parking lot, and % of landscaping 6 feet in width around the perimeter of the building, & number of parking stalls			
11.	Grading/Erosion Control Plan -Existing & Proposed -Provide existing and proposed contours with building footprint and spot elevations, contours must extend at least 20 feet beyond lot line, location and details of erosion control fence, identify steep slope areas (12% or greater), very steep slopes (18% or greater), and slopes 40% or greater; retaining walls noting top and bottom of wall elevations & snow storage areas, NWL and HWL of all drainage ponds/basins etc., emergency overflow locations & elevations			
12.	Stormwater Management -Provide stormwater management calculations			
13.	Utility Plan – Existing and Proposed -Provide locations, sizes, materials, slopes of all utilities, fire hydrants and storm sewer calculations, detail of proposed utilities			

	Submitted		
	Yes	No	N/A
14. Lighting Plan and Light Fixture Detail -Provide photometric plan and cut sheets of all exterior fixtures, parking lot lighting & location of fixtures on grounds & building exterior			
15. Sign Plan – Existing & Proposed – Provide #, SF, dimensions, type of construction of all exterior building and ground signs including height of freestanding signs, location, colored sign drawings, and overall building “Sign Criteria” for multi-tenant bldg.			
16. Landscape Plan & Color Elevation Plan --Provide existing and proposed vegetation, landscape materials, ground cover, irrigation system, and planting schedule that includes: size, type, root type. Color elevation plan required showing building facades with plants/trees at installation height & mature height.			
17. Building Elevations/Floor Plan – Existing and Proposed -Provide front, sides and rear elevations with all building dimensions including height, materials and colors clearly labeled on all sides. Include color building elevation drawings , & rooftop screening plan, details of trash enclosure, samples & colors of proposed exterior materials, floor plans, uses & bld. occupancy			
18. Tree Survey -Provide location of existing trees showing the location and a list of trees to be saved and removed, submit completed woodland evaluation worksheets with the value, # and %'s to be removed and saved, reforestation plan if exceeding zoning district removal threshold ** Tree Contractor Licensing Required – See City website www.burnsvillemn.gov for more information			
19. Noise Study -A noise study may be required by the City Planner and/or Engineer after you make application			
20. Traffic Analysis and Study -Provide trip generation information using the Institute of Traffic Engineers (ITE) Trip Generation Manual for the proposed change. Additional traffic analysis or traffic study may be required by the City Engineer after you make application			
21. Environmental Review (EAW / EIS / AUAR) -Provide all documentation required per State of MN Environmental Rules			
22. Shoreland District – Complete & Submit Impervious Surface Worksheet			
23. Floodplain District – Note: As-constructed plans required for all structures constructed in a floodplain and those built on fill; FEMA No-Rise Certificate required for all projects in the floodway			
24. Un-sewered Sites – Submit well and septic locations including location of alternate septic system site; identify steep slopes, soils, wetlands and setbacks on site plan, submit soils tests			
25. Are you in the Drinking Water Environmental Protection District (please see the DWSMA map on page 9), if yes, did you fill out the DWSMA checklist?			
26. The applicant certifies that there are no delinquent property taxes, special assessments, interest, City utility fees, inspection fees, rental license fees, or re-inspection fees due upon the parcel of land to which the application relates.			