



**ZONING AND SUBDIVISION  
APPLICATION  
PROCESS AND SUBMISSION  
REQUIREMENTS**

**2023**

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## **1. PURPOSE**

The purpose of this document is to outline the City of Cannon Falls development process for zoning and subdivision applications, making it as economical and efficient as possible for all involved.

## **2. GENERAL APPLICANT/STAFF RESPONSIBILITIES**

To ensure that the development process is effective and timely, it is important to understand that both the City and applicants have certain responsibilities that affect the process. In this regard, the following responsibilities must be followed to ensure a positive application process.

### **Applicant Responsibilities:**

- a. Information required by the City must be submitted in an acceptable format for review.
- b. Information required by the City must be submitted in a timely manner to allow adequate time for staff to review the information.
- c. The applicant must recognize that his/her proposal is one among many and will be reviewed in the order received.
- d. Questions and/or issues which emerge during the review process must be responded to by the applicant in a timely and appropriate manner.
- e. The applicant must be responsible for preparing required submission materials in accordance with explained City Code provisions and in an acceptable manner.
- f. The applicant must conduct himself/herself in a courteous and professional manner.
- g. The applicant will be held accountable for their portion of the information requested and that their failure to do so will ultimately result in delays in the project review and approval process.

### **Staff Responsibilities:**

- a. Applications must be reviewed in a timely process, which includes eliminating unnecessary delays.
- b. Information related to the application process and submittal requirements must be provided to the applicant in a timely manner.
- c. Reasonable time schedules must be provided to the applicant.

- d. The staff will strive to minimize unnecessary costs associated with the respective development proposal.

### **3. DEVELOPMENT PROCESS**

The development process in Cannon Falls varies depending upon the type of application. Regardless of the application type, the entire process is closely monitored to identify issues and solve any problems as they are realized. Applications will not be formally accepted or considered until all submission requirements have been met.

### **4. PRE-APPLICATION MEETINGS**

A pre-application meeting with City staff is strongly recommended for all types of proposals prior to the formal submission of the application (and payment of fees). The purpose of the meeting is to provide an opportunity to explain ordinance requirements, identify details of the request, review concept plans, provide advice, and potentially avoid any unnecessary plan modifications or site design related conflicts. To attend a pre-application meeting, potential applicants must contact City Hall to schedule a date and time. There is no direct charge for the initial pre-application meeting. Charges will, however, be imposed for subsequent pre-application meetings.

### **5. PROCESSING TIMELINE**

Included in this document is a processing timeline. The timeline schedule provides normal processing time for documents submitted in a complete manner. All application materials must be submitted to City Hall unless otherwise directed.

### **6. REQUIRED FEES/COST RECOVERY**

All fees must be paid at the time of application and any additional amounts required through City staff review of the request, lack of information, site or design problems, or questions of Planning Commission or City Council, may be required prior to completion of the development process and subsequent City decisions on the matter. Applicants can minimize planning, engineering, and legal fees by submitting complete, accurate plans and related documents.

The costs of the City in processing permits and requests under the Cannon Falls Zoning and Subdivision Ordinances, such as, but not limited to, requests for rezoning (map or text), conditional use permits, variances, and subdivisions are considered to be unique to the applicant requesting such consideration. All costs of the City occasioned by such requests shall be borne by the applicant.

Each applicant shall pay a non-refundable application fee at the time an application is presented to the City for applications including, but not limited to: zoning and Comprehensive Plan change of any nature, site and building plan review, conditional use, administrative and other permits, variance and vacations, and subdivisions. This fee is intended to reimburse the City for its costs. The fee pays for City administrative and staff time, publishing of notices, copying, etc. If this fee proves to be insufficient to cover such costs, such additional costs will be charged as a part of the escrow deposit.

In addition to the non-refundable basic zoning fee, each applicant shall pay an escrow deposit in an amount prescribed by ordinance. All costs associated with the review of the application, including but not limited to, planning, engineering, and legal costs, incurred by the City in the processing of the application shall be paid from or reimbursed to the City from the escrow deposit. At any time while the application is pending and before its final conclusion, if the City Administrator determines that the amount of the escrow is or is estimated to be insufficient to pay for present or anticipated actual costs of the application, an additional escrow shall be required by the City Administrator to be paid by the applicant. The one or more escrow deposits shall be in an amount sufficient to pay all actual costs of the City.

In the event that the escrow deposit is exceeded, a statement will be mailed on a monthly basis to the applicant and if payment is not made within thirty (30) days of mailing, all processing of the request will be halted until said payment is received.

Applicants are hereby notified by signing the application forms and payment of non-refundable application fee, escrow amount, and out of pocket expenses do not infer payment in full.

It shall be the responsibility of the applicant to contact the City in writing to request the return of any unused portion of the escrow deposit.

## **7. PROPERTY OWNER NOTIFICATION**

All requests requiring notification of surrounding property owners will be accomplished in a manner consistent with Minnesota State Statute. The City will obtain a listing of names and addresses of such property owners and subsequently notify the property owners via mail (postmarked) and/or publishing public hearing notices of the proposed project 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 which may be impacted by physical, visual, noise or other factors. This will be done at cost to the applicant.

## **8. PUBLIC MEETINGS**

The Planning Commission and City Council meet as follows, unless special additional meetings are called:

1. The Planning Commission meets the Second Monday of each month at 6:30 PM. The Planning Commission conducts public hearings (as may be required for a development proposal) and provides formal recommendation to the City Council.
2. The City Council meets the first and third Tuesday of each month at 6:30 PM. The City Council will approve or deny the application.

## 9. CONTACTS

### **City Administrator:**

Neil Jensen  
Cannon Falls City Hall  
918 River Road  
Cannon Falls, MN 55009  
Phone: 507-263-9312  
njensen@cannonfallsmn.gov

### **Permit & Licensing:**

Zach Logelin  
Cannon Falls City Hall  
918 River Road  
Cannon Falls, MN 55009  
Phone: 507-263-9308  
zoningadmin@cannonfallsmn.gov

**CITY OF CANNON FALLS  
ZONING AND SUBDIVISION FEE SCHEDULE  
2023**

	Base Fee/Recording	Escrow Deposit*	Total
<b>Zoning:</b>			
Comprehensive Plan Amendment	\$450	\$0	\$450
Variance	\$450	\$0	\$450
Appeal	\$450	\$0	\$450
Rezoning and Ordinance Text Amendment	\$450	\$0	\$450
Amendment	\$450	\$0	\$450
Conditional Use Permit	\$450	\$0	\$450
Planned Unit Development / Conditional Use Permit	\$450	\$0	\$450
Site Plan Review	\$0	\$0	\$0
Interim Use Permit	\$450	\$0	\$450
Administrative Permit	\$150	\$0	\$150
Home Occupation	\$150	\$0	\$150
Annexation Petition	\$450	\$0	\$450
Vacation	\$450	\$0	\$450
Renewal Permit	\$150	\$0	\$150
Other	\$250	\$0	\$250
<b>Subdivision:</b>			
Administrative Subdivision	\$250	\$0	\$250
Concept Plan	\$250	\$0	\$250
Preliminary Plat	\$500	\$2,500	\$3,000
Final Plat	\$500	\$500	\$1,000
<b>Park Dedication:</b>			
All Residential Units	Fees set by City Council Resolution	NA	10% land \$1,390.00/unit
Commercial	Fees set by City Council Resolution	NA	10% land \$2,000.00/acre
Industrial	Fees set by City Council Resolution	NA	10% land \$2,000.00/acre

*\*Whether or not an Escrow Deposit is required, if a consultant is engaged by the City to review the application and a cost is incurred for services rendered the applicant is responsible for payment of any and all professional service expenses. The final determination by the City Council will not be recorded unless and until any and all fees due have been paid by the applicant.*

## ZONING DISTRICT REQUIREMENT SUMMARY

Zoning District	District Classification	Minimum Lot Size (interior)	Minimum Lot Width (interior)	Setbacks				Principal Building Height
				F	S-I	S-C	R	
UR	Urban Reserve	10 acres	250 feet	30 feet	20 feet	30 feet	30 feet	2½ stories or 45 feet
RE	Single Family Estate	22,000 SF	100 feet	30 feet	15 feet	30 feet	30 feet	2½ stories or 35 feet
R-1	Single Family Residential	12,000 SF	80 feet	30 feet	15 feet	30 feet	30 feet	2½ stories or 35 feet
R-2	Single Family Residential	9,000 SF	70 feet	30 feet	10 feet	20 feet	30 feet	2 ½ stories or 35 feet
R-3	Medium Density Residential	Varies Depending on Unit Type (see Ordinance)						
R-4	High Density Residential	Varies Depending on Unit Type (see Ordinance)						
R-M	Manufactured Home Park	(see Ordinance)						
R-B	Residential Business	Varies (see Ordinance)	100 feet	25 feet	15 feet	25 feet	25 feet	3 stories or 45 feet
B-1	Central Business	None	None	None *				3 stories or 35 feet
B-2	Highway Business	20,000 SF	80 feet	30 feet	10 feet	20 feet	20 feet*	3 stories or 35 feet
I-1	Limited Industrial	20,000 SF	100 feet	30 feet	20 feet*	30 feet*	30 feet*	4 stories or 45 feet
I-2	General Industrial	40,000 SF	100 feet	40 feet	20 feet*	40 feet*	30 feet*	4 stories or 45 feet

F = Front yard setback as measured from the property line

S-I = Side yard setback on interior lots

S-C = Side yard setback on corner lots

R = Rear yard setback

\* Setback increased if abutting a residential district (See Ordinance)





**DEVELOPMENT APPLICATION**

**918 River Road  
Cannon Falls, MN 55009  
507-263-9308**

**SUBJECT TO STAFF REVIEW**

**Street Location of Property:** \_\_\_\_\_

**Legal Description of Property:** \_\_\_\_\_

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Owner of Record: Name: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant (if other than owner) Name: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_  
Notary Stamp

Nature of Legal or Equitable Interest of Applicant (Documentation must be attached :)

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- |          |                          |   |                          |                                   |
|----------|--------------------------|---|--------------------------|-----------------------------------|
| Request: | <input type="checkbox"/> | Conditional Use Permit                    | <input type="checkbox"/> | Rezoning/Ordinance Text Amendment |
|          | <input type="checkbox"/> | Subdivision                               | <input type="checkbox"/> | Variance                          |
|          | <input type="checkbox"/> | <input type="checkbox"/> Concept          | <input type="checkbox"/> | Interim Use Permit                |
|          | <input type="checkbox"/> | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> | Amendment                         |
|          | <input type="checkbox"/> | <input type="checkbox"/> Final Plat       | <input type="checkbox"/> | CUP/PUD                           |
|          | <input type="checkbox"/> | <input type="checkbox"/> Administrative   | <input type="checkbox"/> | Site Plan Review                  |
|          | <input type="checkbox"/> | Administrative Permit                     | <input type="checkbox"/> | Special Home Occupation           |
|          | <input type="checkbox"/> | Vacation                                  | <input type="checkbox"/> | Annexation Petition               |
|          | <input type="checkbox"/> | Comp Plan Amendment                       | <input type="checkbox"/> | Appeal                            |
|          | <input type="checkbox"/> | Other                                     |                          |                                   |

**Note:** Each requested approval may require a separate fee and/or escrow amount, even where they apply to the same project.

Date Application Received: \_\_\_\_\_

Date Submission Deemed to be Complete: \_\_\_\_\_

Give detailed description of project and reason for conditional use or variance, if applicable:

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**SUPPORTING DOCUMENTATION:** Applicant must submit with the application all documentation required by the Zoning or Subdivision Ordinance relating to the requested approval. Applicant will be advised of the completeness. Only when it has been determined that an application is complete will it be placed on a Planning Commission agenda for consideration. Applications that do not include the proper plans and/or documentation may be delayed from formal review. **FAILURE ON THE PART OF THE APPLICANT TO SUPPLY ALL NECESSARY SUPPORTIVE INFORMATION MAY BE GROUNDS FOR DENIAL OF THE REQUEST.**

**APPLICANT RESPONSIBILITY FOR PAYMENT OF ALL CITY FEES AND COSTS IN PROCESSING APPLICATION:** Applicant acknowledges that she/he understands that before this request can be considered and/or approved, all fees, including the basic application fee and any escrow processing deposits must be paid to the city and that, if additional fees are required to cover costs incurred by the City, the City Clerk has a right to require additional escrow amounts and payment. These fees include all actual costs including, but not limited to, planning, engineering, public notification, and legal costs. All processing of an application will be halted if payments are not made within 30 days of receipt of a monthly statement from the City, in the event any escrow account established is insufficient to cover the costs.

**SIGNED:**

\_\_\_\_\_  
Property Owner

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant (if not the Property Owner)

Date: \_\_\_\_\_

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**FOR CITY USE ONLY**

Date Application Filed: \_\_\_\_\_

Basic Fees: \_\_\_\_\_

Received By: \_\_\_\_\_

Escrow Deposit: \_\_\_\_\_

Evidence of Ownership Submitted:     Yes             No             Required

Certified Lot Survey:                     Yes             No             Required

Legal Description Adequate:            Yes             No             Required

Date of Planning Commission Meeting: \_\_\_\_\_

Recommendation of Planning Commission on: \_\_\_\_\_  Approve  Deny

Recommendation of City Council on: \_\_\_\_\_  Approve  Deny

Subject to following conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_