



City of Cottage Grove  
 Community Development Department  
 12800 Ravine Parkway South  
 Cottage Grove, MN 55016

Planning Division  
 Telephone: 651-458-2827  
 E-Mail: [CGSubmittals@cottagegrovemn.gov](mailto:CGSubmittals@cottagegrovemn.gov)  
[www.cottagegrovemn.gov](http://www.cottagegrovemn.gov)

## PLANNING APPLICATION

|   |                             |
|---|-----------------------------|
| Applicant                                 | Contact Name (if different) |
| Mailing Address (Street, City, State ZIP) |                             |
| Preferred Telephone Number                | Email Address               |

|   |                             |
|---|-----------------------------|
| Property Owner                            | Contact Name (if different) |
| Mailing Address (Street, City, State ZIP) |                             |
| Preferred Telephone Number                | Email Address               |

|                           |                                |
|---------------------------|--------------------------------|
| Property Address/Location | Property Identification Number |
| Legal Description         |                                |

**Type of Application:** (check all that apply to your proposal)

|  |                              |   |  |   |                        |
|--|------------------------------|---|--|---|------------------------|
|  | Minor Subdivision            | \$310 + \$2,000 escrow                                |  | Conditional Use Permit (commercial)     | \$515 + \$5,000 escrow |
|  | Preliminary Plat             | # of Lots: \$515 + \$50 per lot/unit + \$5,000 escrow |  | Conditional Use Permit (residential)    | \$515 + \$1,000 escrow |
|  | Final Plat                   | # of Acres: \$310 + \$100 per acre + \$5,000 escrow   |  | Interim Conditional Use Permit          | \$515 (annually)       |
|  | Site Plan Review             | \$415 + \$5,000 escrow                                |  | Variance (pre-construction)             | \$255                  |
|  | Comprehensive Plan Amendment | \$620 + \$55 GIS fee + \$2,500 escrow                 |  | Variance (post-construction)            | \$875                  |
|  | Zoning Amendment             | \$615 + \$2,000 escrow                                |  | Right-of-Way/Easement Vacation          | \$310                  |
|  | Concept Plan Review          | # of Acres: \$1,030 + \$20 per acre + \$1,000 escrow  |  | Administrative Use Permit (commercial)  | \$515 + \$5,000 escrow |
|  | Sketch Plan Review           | \$155 + \$500 escrow                                  |  | Administrative Use Permit (residential) | \$515 + \$1,000 escrow |

Description of Proposal (If more space is needed, please attach a letter describing your request):

**Acknowledgment and Signature:** By submitting this signed application, the applicant and property owner agree to provide the City with all necessary information including plans, surveys, drawings, and other materials necessary to process and examine this request. The applicant and property owner also agree to pay all fees and escrows at the time of application and again whenever accounts are deficient. The applicant and property owner also agree to allow City staff, City Council, and Planning Commission members access to the property where the planning consideration is being requested.

|                         |                              |
|-------------------------|------------------------------|
| Signature of Applicant: | Signature of Property Owner: |
| Date:                   | Date:                        |