



ADMINISTRATIVE APPEAL APPLICATION

The City of Vadnais Heights
800 East County Road E • Vadnais Heights, MN 55127
Phone: 651.204.6015 • Fax: 651.204.6100
www.cityvadnaisheights.com

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ___ - ___ - _____ Cell: ___ - ___ - _____ E-mail: _____

Fee Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ___ - ___ - _____ Cell: ___ - ___ - _____ E-mail: _____

Property Address: _____

Legal Description of Property (attach separate sheet if necessary): _____

Zoning: _____ Land Use Designation: _____

Present Use of Property: _____

Description of Administrative Appeal: _____

Applicant Signature

Date

Property Owner Signature (if different from applicant)

Date



ADMINISTRATIVE APPEAL APPLICATION

The City of Vadnais Heights
800 East County Road E • Vadnais Heights, MN 55127
Phone: 651.204.6015 • Fax: 651.204.6100
www.cityvadnaisheights.com

Application Fee & Escrow

Fee: \$500
Escrow: \$1,500*

*All appeals are subject to a minimum escrow fee to cover any consulting costs the City may incur. Additional charges may apply if the consulting costs exceed the escrow amount. The escrow may be waived, reduced, or increased by the City Planner on a project-by-project basis. For applications that involve excessive staff time, services performed by City staff will be billed at actual payroll costs including hourly rates, payroll taxes, and benefit charges.

Items to Accompany a Vacation Application

1. Written narrative concerning the appeal request.
2. Survey/site plan illustrating the requested appeal, if applicable.
3. Signed Payment of Costs Agreement.

**City staff may require the submittal of a survey completed by a licensed surveyor.

Acceptance of Application

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted.

Date Received: _____ Date Application Deemed Complete: _____

Application Fee: _____ Application Number: _____

Planning/Community Development Director Date

City Administrator Date

The signature and acceptance by city staff does not constitute approval of this application request.



ADMINISTRATIVE APPEAL APPLICATION FILING REQUIREMENT INFORMATION

The City of Vadnais Heights
800 East County Road E • Vadnais Heights, MN 55127
Phone: 651.204.6015 • Fax: 651.204.6100
www.cityvadnaisheights.com

Filing Requirement Information

The Planning Commission serve as the Board of Adjustments and Appeals. The Board hears and decides appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by an Administrative Officer in the enforcement of Chapter 38 (Zoning, Planning, and Development) of the City Code.

An appeal shall be filed at any time within 60 days after the order or decision being appealed on forms made available by the city, including all required materials and fees. New or additional information from the appellant may be considered at the Board's sole discretion, if that information serves to clarify information previously considered by the Board or administrative officer.

No appeal shall be considered until a hearing has been held by the Board with notice provided to the appellant. Where a decision impacts surrounding properties, as determined by the city, notices shall be provided in accordance with City Code Section 38-38(c).

In its deliberations, the Board considers oral or written statements from the appellant, the public, city staff, and its own members. The Board may approve or deny the appeal to reverse an administrative action within 60 days after the appeal is filed by majority vote by resolution with findings and the appellant shall be notified in writing of such action. Action by the Planning Commission acting as the Board of Adjustments and Appeals shall be the final decision by the City, subject only to judicial review.

This document is intended to assist the applicant with the administrative appeal process. Appeal procedures are described in Section 38-40 of the Zoning Code, which can be accessed online at www.cityvadnaisheights.com. The Planning Commission meets on the fourth Tuesday of each month.