



**Deadline for action** sixty (60) days from initial receipt \_\_\_\_\_

**Extended deadline** \_\_\_\_\_

\*\* City may extend the review period by up to sixty days from the end of deadline for action only if applicant is notified in **writing** prior to the end of the initial sixty (60) day review period. The deadline may be extended beyond sixty days with applicant’s approval.

**Conditional Use or Amendment request - Public Hearing date** \_\_\_\_\_

**Planning Commission action:**

Approval or disapproval on \_\_\_\_\_ with conditions \_\_\_\_\_

**City Council Action:**

Approval or disapproval on \_\_\_\_\_ with conditions \_\_\_\_\_

**Variance, Appeal, Building/Site Plan Review, Other**

**Action of Board of Adjustment and Appeals:**

Approval or disapproval on \_\_\_\_\_

**Bond Required** \_\_\_\_\_

Bond Received on \_\_\_\_\_

**CITY REIMBURSEMENT POLICY**

In connection with your request and submittal of material to be reviewed by the City of North Oaks, please be informed that if the City incurs any additional expense in the course of this application review beyond the normal processing fee, the cost will be assessed to the applicant. As authorized in Chapter 151.083 of the Ordinance Code, an applicant will be responsible for full reimbursement of incurred costs to the City of North Oaks. (A copy of this section of the Ordinance is available upon request.)

Your initial application fee of **\$450.00** covers the processing of a typical zoning action. A typical process for reviewing a zoning action may include some or all of the following: City employee help in explaining the application process, City employee receipt of completed application and proper scheduling on appropriate agenda, one legal notice for a public hearing (if applicable), written notice to abutting property owners (if applicable) generation of a staff report, presentation of the staff report to the Planning Commission and presentation of the staff report and Planning Commission recommendation to the City Council.

If the scope of your application goes beyond a typical review process, you will be asked for an additional escrow deposit. At that time, you will be advised of the additional review necessary to complete your zoning action request and the potential cost for completing said review. You will be provided written documentation for your acknowledgement that outlines the above two items.

An applicant will be allowed to remove their request at any time during said further review process. Any remaining escrow deposit that is not needed to pay incurred costs to the date of application removal will be refunded to the applicant within sixty days.

**I acknowledge that I have read and fully understand the above statements.**

\_\_\_\_\_  
**Applicant’s Signature**

Date \_\_\_\_\_