



CITY OF MONTICELLO

Community Development
 505 Walnut Street, Suite 1
 Monticello, MN 55362

(763) 295-2711 | Community.development@ci.monticello.mn.us

Vacation Petition

PROPERTY INFORMATION	
Property Address	
Property Legal Description	
Property ID Number	
PROPERTY OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone/Email	/

CHECK ONE:	VACATION TYPE:	FEE:
	Street	\$200 + escrow
	Drainage and/or Utility	\$200 + escrow
	Other (<i>please specify</i>):	\$200 + escrow

ESCROW:				
Commercial		<i>See escrow statement below</i>	Residential	
0-3 Acres	\$2,000		1 unit	\$800
4-10	\$6,000		2 + units	\$1000 based + \$100/unit – up to \$10,000 for initial escrow
11+	\$8,000			
TOTAL TO BE PAID AT PETITION			\$	

Property Owner/Petitioner’s Statement	
I am the fee title owner of the described property and I agree to this application. I certify that I am in compliance with all ordinance requirements and conditions regarding other City approval that have been previously granted. I have completed all of the applicable filing requirements and I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current policies related to this request and that the documents and information I have submitted are true and correct. I also acknowledge the Fees & Escrow Purpose explanation below and hereby agree to pay all statements received pertaining to additional petition expense and City review.	
Printed Name/Title:	
(Signature)	(Date)

Purpose of Fees & Escrow

Fees: The fees are used for publication of the public hearing notice in the Monticello Times, for postage to mail the required notice to adjacent properties as outlined by ordinance or statute and recording fees.

Escrow: The City uses escrow deposits for staff and consultant time for case review and preparation of documents related to the application or petition. This may include engineering, legal, planning, and environmental consultation. Should the original escrow be exceeded, the applicant or responsible party will be billed for all additional services.

It is the policy of the City of Monticello to require petitioners for vacation approvals to reimburse the City for costs incurred in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City. These costs include all the City’s out-of-pocket costs for expenses, including the City’s costs for review of the application by the City’s staff, Consulting Engineer, Consulting Planner, City Attorney, or other consultants. The City will invoice the petitioner for these costs within 3 months of final action on the application and payment will be due within thirty (30) days. If payment is not received as required by this agreement, the City will proceed on action to assess or lien. Payment of costs will be required whether the application is granted or denied.