



## **FILING REQUIREMENTS**

Unless waived by the Planning Department, you must provide all of the following items with the Conditional Use Permit application. An incomplete application will not be accepted.

One large set (24"x36") and 15 reduced copies (11"x17") of the following drawings:

- |   |  |
|---|--|
| <input type="checkbox"/> Site Plan      | <input type="checkbox"/> Map of existing conditions                                      |
| <input type="checkbox"/> Landscape Plan | <input type="checkbox"/> Building renderings/elevations<br>specifying building materials |
| <input type="checkbox"/> Sign Plan      |  |

A Complete Land Use Application and Application Fee

A written statement describing the intended use of the property, how the use would meet the City's standards for this use and why the City should approve your request. Base your statement how this request would meet the following standards:

1. The use is consistent with the intent of the ordinance.
2. The use is consistent with the goals, policies and objectives of the comprehensive plan.
3. The use is or will be compatible with present and future land uses of the area.
4. The use or structure housing the use will be compatible in appearance with the existing or intended character of the general vicinity and will not change the essential character of that area.
5. The use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
6. Traffic generated by the proposed use is within capabilities of streets serving the property.
7. The use does not have an undue, adverse impact on governmental facilities, utilities, services, or existing or proposed improvements; and
8. The use does not have an undue, adverse impact on the health, safety, or welfare of the community.

Electronic copy of all exhibits

The names and addresses of all current property owners of record within **350 feet** of the boundaries of the property. Contact the Property ID & Platting Dept at (612) 348-5910. You will need the PID#. The fee is \$1.25 per parcel with a minimum charge of \$25.

Two Original Escrow Agreements

## PROCEDURE

1. The developer and consultants shall meet with Planning staff to explain proposed project and to receive information from staff relative to the site, prior to commencing project design.
2. Consult with the Planning staff to determine the ordinances and procedures that apply to your application. Request application packet from Planning staff.
3. The completed application and required development fees, along with all supporting documentation requested herein must be returned on or before the established submittal date.

### **Late and/or incomplete submittals will not be placed on the Planning Commission agenda.**

4. The City Planner will schedule a public hearing with the Planning Commission after preparing a report and recommendation. Allow at least 30-60 days from the application date to the Planning Commission hearing. The City Planner will mail a notice to property owners within 350 feet of the property. A copy of the staff report will be mailed to the applicant on the Thursday before the Planning Commission Meeting.
5. *As the applicant, your presence is expected at the Planning Commission meeting.* The Planning Commission meets on the second Monday of each month. Depending on the Planning Commission recommendation, the proposal will either go on to the City Council or come back to the Planning Commission for further review.
6. Following Planning Commission approval, the proposal will be presented to the City Council. The City Council meets on the first and third Mondays of each month. Approval of the Conditional Use Permit requires 4/5 vote of the City Council.
7. If a request for a conditional use permit or modification of a conditional use permit receives approval by the City Council, the applicant shall record such with the Hennepin County Records Office within thirty (30) days of the City Council approval date. The applicant shall furnish the City written proof within ten (10) days of recording. No building permits for the property in question shall be granted until such written proof of recording is furnished to the City.

## NOTES

1. Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
2. At its discretion, the City may require an outside consultant review the proposed application and provide written comment. Such consultants may include: attorney, engineer, city planner, landscape architect or forester. If the City requires such review and comment, the applicant must provide cash escrow to the City to cover the cost of the review. City staff will notify applicants that such review is require prior to hiring the consultant(s).