

City of St. Louis Park
CONDITIONAL USE PERMIT APPLICATIONS
General and Specific Requirements

It is through the development, redevelopment, and preservation of the City in accordance with the City's Comprehensive Plan, development standards, and zoning requirements that the City is shaped to the form and characteristics deemed desirable and suitable.

Review and analysis of a requested conditional use permit must occur within this context; therefore, to make the application complete and to permit formal acceptance of your application by Community Development, you must do or provide the following: (No application will be formally accepted without fulfillment of these requirements).

NOTE: Review all applicable sections of the Zoning Ordinance relating to your requested use.

1. Prior to filing an application, the applicant should discuss the proposal with Community Development prior to completion of final conditional use permit plans.
2. The applicant must be the current fee owner of the property or have written approval from the owner or the owner's signature must be on the application.
3. The filing fees must be submitted. (Fees listed on application.)
4. A **complete and accurate legal description** must be submitted. If the property is Torrens, a copy of the most current certificate of title must accompany the application. If the property is not Torrens, a copy of the most recent document which transferred title (a Warranty Deed, for example) must accompany the application.
5. 7 sets of a survey, complete Site Plan and development plans must be submitted. **The site plan must meet the Ordinance requirements.** One **legible** set of 8 ½" x 11" or 11" x 17" reductions must also be submitted. (See next page for description.) Also include electronic PDF file of exhibits.
6. Two sets of names and address labels of all property owners within 350 feet of the boundaries of the parcel requested for a conditional use permit must be submitted. The names and addresses must be as officially prepared by the Hennepin County Auditor's Office located on the 6th floor of the Government Center. (Telephone number is 612-348-5910.)
7. Applications are reviewed by the Planning Commission on the first and third Wednesdays of the month. If a holiday falls on that date, the meeting will be held on the following Wednesday. To be eligible for consideration, a **complete** application must be received by the Community Development Department **30 days prior to the meeting date.** See schedule of deadline dates.

An application is not complete unless all of the above items are satisfied. Some applications and/or development plans may have unresolved matters which would delay consideration. **Applications received after the dates listed previously will not be considered until the following meeting.**

ISSUANCE OF A BUILDING PERMIT

A completed building permit application and 2 sets of construction drawings and specifications must be submitted to the Inspections Department for review prior to permit issuance. The review process may take up to 5 working days for residential projects and 10 working days for commercial projects. Variance/conditional use permit approval is required prior to building permit issuance.

SURVEY, SITE PLAN AND DEVELOPMENT PLANS (7 sets of large scale drawings and 1 set of **legible** 8 ½" x 11" or 11" by 17" reductions are required)

The Survey, Site Plan and Development Plans must be drawn and submitted in a manner allowing proper review of the request, and the Site Plan must meet Zoning Ordinance requirements. The following information must be included:

1. The subject property and existing streets, alley, private roads, and fire lanes and easements on or adjacent to the property.
2. Proposed building and structures and dimensions and distances to property lines and other buildings.
3. Access points, driveways and parking areas including striping and number of spaces.
4. Landscaping and ground cover including existing to be retained, existing to be removed, and proposed—all identified by size, type, species and quantity.
5. Grading and drainage showing existing and proposed topography.
6. Utility plan showing sewer, water, storm sewer, and hydrant locations.
7. Building elevations (all sides).
8. General floor plans.
9. Signage.
10. Site lighting.
11. A legend identifying the legal description, size of parcel, uses(s) and square footage, number of units and density of residential, building height, floor area ratio, ground floor area ratio, impervious surface ratio, setbacks all sides, graphic scale, north point, usable open space.

If modifications are proposed to an approved conditional use permit, the approved plan and the proposed modifications should both be submitted.

**APPLICATION DUE DATES
FOR CONSIDERATION AT
PLANNING COMMISSION MEETINGS**

Applications are reviewed by the Planning Commission on the first and third Wednesday of the month.* To be eligible for consideration, a **completed** application must be received by the Community Development Department on the following dates:

<u>Date Due to be considered at the</u>	<u>Planning Commission Meeting of:</u>	<u>Consideration at City Council on:</u>
October 3, 2011	November 2, 2011	December 5, 2011
October 17, 2011	November 16, 2011	December 19, 2011
November 7, 2011	December 7, 2011	January 3, 2012
November 21, 2011	December 28, 2011*	January 17, 2012*
December 5, 2011	January 4, 2012	February 6, 2012
December 19, 2011	January 18, 2012	February 21, 2012*
January 2, 2012	February 1, 2012	March 5, 2012
January 16, 2012	February 15, 2012	March 19, 2012
February 6, 2012	March 7, 2012	April 2, 2012
February 20, 2012	March 21, 2012	April 16, 2012
March 5, 2012	April 4, 2012	May 7, 2012
March 19, 2012	April 18, 2012	May 21, 2012
April 2, 2012	May 2, 2012	June 4, 2012
April 16, 2012	May 16, 2012	June 18, 2012
May 7, 2012	June 6, 2012	July 2, 2012
May 21, 2012	June 20, 2012	July 16, 2012
June 11, 2012	July 11, 2012*	August 6, 2012
June 18, 2012	July 18, 2012	August 20, 2012
July 2, 2012	August 1, 2012	September 4, 2012*
July 16, 2012	August 15, 2012	September 17, 2012
August 6, 2012	September 5, 2012	October 1, 2012
August 20, 2012	September 19, 2012	October 15, 2012
September 3, 2012	October 3, 2012	November 5, 2012
September 17, 2012	October 17, 2012	November 19, 2012
October 1, 2012	November 7, 2012	December 3, 2012
October 15, 2012	November 21, 2012	December 17, 2012
November 5, 2012	December 5, 2012	January 7, 2013
November 19, 2012	December 19, 2012	January 22, 2013*
December 3, 2012	January 2, 2013	February 4, 2013
December 17, 2012	January 16, 2013	February 19, 2013*

An application is not considered complete and **will not be accepted** until all requirements are satisfied. Requirements are included with application.

* If the first or third Wednesday of the month is a holiday, the Planning Commission meeting will be held the following Wednesday.

** If the first or third Monday is on a holiday, the City Council meeting will be held the following Tuesday unless that Tuesday is also a holiday. If this is the case, the meeting will be moved to the next succeeding Monday that is not a holiday.

**APPLICATION FOR CONDITIONAL USE PERMIT
UNDER THE ZONING ORDINANCE
City of St. Louis Park, Minnesota**

Conditional Use Permit Fee	\$2,000	
Major Amendment	\$2,000	
Minor Amendment	\$1,000	
Plus		
Recording Fee: Single Family Residence	\$ 50	Planning Staff_____
Other uses	\$ 120	Filing Date_____
Total	\$_____	Case No._____

Directions: All items must be completed. If the spaces provided are insufficient, use additional pages.

1. Name of Applicant Telephone No.
Home:
Work:

2. Address of Applicant

(no. and street) (city) (state) (zip)

3. Name of Current Fee Owner Telephone No.

4. Address of Current Fee Owner

(no. and street) (city) (state) (zip)

5. Street Address of Property Involved

6. *Legal Description of Property Involved:* Abstract Prop.____ Torrens Prop.____
(check one)

7. Present Zoning District: 8. Zoning Ordinance Section
Authorizing Conditional Use Permit:

9. Present Use of Property: 10. Proposed Use of Property:

* If the property is **Torrens**, a copy of the most current certificate of title must accompany the application.
If the property is **Abstract**, a copy of the most recent deed or instrument transferring the title must accompany the application.

11. Description of Request:

12. What will be the effect of the proposed use on the health, safety and welfare of occupants of surrounding lands?

13. What will be the effect on existing and anticipated traffic conditions, including parking facilities on adjacent streets?

14. What will be the effect on property values in the surrounding area?

15. What will be the effect of the proposed use on the Comprehensive Plan?

16. **Acknowledgement and Signature:**

The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of St. Louis Park to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of St. Louis Park and the laws of the State of Minnesota.

Print in name plus signature.

By _____
Name of Applicant (print)

Name of Current Fee Owner

Applicant's Signature

Signature of Current Fee Owner if different from Applicant or attach letter from Current Fee Owner