

## Conditional use permit application

### Requirements and process overview

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. In order to mitigate potential impacts on surrounding areas or neighborhoods, certain uses require the approval of a conditional use permit.

Once submitted, the conditional use permit application will be reviewed by the community development department and presented to the St. Louis Park Planning Commission at a public hearing. The planning commission will make a recommendation of approval or denial to the St. Louis Park City Council, along with any conditions that should be attached if the recommendation is to approve the request.

To make the application complete and to permit formal acceptance of your application by the community development department, you must do or provide the following (no application will be formally accepted without fulfillment of these requirements) under the submittal checklist.

#### Before submitting

The applicant is encouraged to discuss the proposal with the community development department prior to completion of final conditional use permit plans and filing an application.

NOTE: The applicant must be the current fee owner of the property, have written approval from the owner or the owner’s signature must be on the application.

#### Submittal checklist

- Application, including site plan worksheet
- Filing fee (see application for fee schedule)
- A complete and accurate legal property description. 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 (e.g., a Warranty Deed) must accompany the application.
- Two sets of names and address labels of all property owners within 350 feet of the boundaries of the parcel requested to be changed. The source of the names and addresses must be from Hennepin County. Visit <https://gis.hennepin.us/locatenotify/default.aspx> to create the mailing label package, including a map showing the notice area.
- Electronic copy (CD or flash drive) of all exhibits
- Copies of both the approved plan and proposed modifications if modifications are being proposed to an approved conditional use permit.

- Survey, site plan and development plans. Four sets of large scale drawings; one legible set of 8.5 inch by 11 inch (8.5" x 11") or 11 inch by 17 inch (11" x 17") reductions. The following information must be included:
  - Map or plat showing the lands proposed for the conditional use permit and all lands within 350 feet of the boundaries of the property.
  - Survey of the property showing all property lines, topography, existing and proposed structures (including dimensions and distances to property lines and other buildings), existing streets, alleys, private roads, and fire lanes and easements.
  - Access points, driveways and parking areas, including striping and number of spaces.
  - Landscaping and ground cover, including existing to be retained, existing to be removed and proposed—all identified by size, type species and quantity.
  - Grading, drainage and stormwater plans with existing and proposed topography prepared by a professional civil engineer registered in the state and adopted.
  - Utility plans prescribing locations for city water, sewer, fire hydrants, manholes, power, telephone, cable lines, natural gas mains and other service facilities prepared by a professional civil engineer registered in the state and adopted.
  - General floor plans, elevations and building height for all existing and proposed structures.
  - Percent of Class I and Class II building materials for all elevations.
  - Proposed signage
  - Site lighting, including photometric plan and details of all exterior light fixtures.
  - A legend identifying the legal description, size of parcel, use(s) and square footage, number of units and density of residential, building height, floor area ratio, ground floor area ratio, impervious surface ratio, setbacks on all sides, graphic scale, north point and usable open space.
  - Additional items may be required upon request (traffic study and/or shadow study).

An application is not complete until all of the above items are satisfied. Some applications and/or development plans may have unresolved matters which would delay consideration.

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## 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:

<b>Date received</b>	<b>Planning commission meeting of:</b>	<b>Consideration at city council on:</b>
Nov. 5, 2018	Dec. 5, 2018	Jan. 7, 2019
Nov. 19, 2018	Dec. 19, 2018	Jan. 22, 2019*
Dec. 3, 2018	Jan. 2, 2019	Feb. 4, 2019
Dec. 17, 2018	Jan. 16, 2019	Feb. 19, 2019*
Jan. 7, 2019	Feb. 6, 2019	March 4, 2019
Jan. 22, 2019	Feb. 20, 2019	March 18, 2019
Feb. 4, 2019	March 13, 2019*	April 11, 2019
Feb. 19, 2019	March 20, 2019	April 15, 2019
March 4, 2019	April 3, 2019	May 6, 2019
March 18, 2019	April 17, 2019	May 20, 2019
April 1, 2019	May 1, 2019	June 3, 2019
April 15, 2019	May 15, 2019	June 17, 2019
May 6, 2019	June 5, 2019	July 1, 2019
May 20, 2019	June 19, 2019	July 15, 2019
June 3, 2019	July 3, 2019	Aug. 5, 2019
June 17, 2019	July 17, 2019	Aug. 19, 2019
July 1, 2019	Aug. 7, 2019	Sept. 3, 2019*
July 15, 2019	Aug. 21, 2019	Sept. 16, 2019
Aug. 5, 2019	Sept. 4, 2019	Oct. 7, 2019
Aug. 19, 2019	Sept. 18, 2019	Oct. 21, 2019
Sept. 3, 2019	Oct. 2, 2019	Nov. 4, 2019
Sept. 16, 2019	Oct. 16, 2019	Nov. 18, 2019
Oct. 7, 2019	Nov. 6, 2019	Dec. 2, 2019
Oct. 21, 2019	Nov. 21, 2019	Dec. 16, 2019
Nov. 4, 2019	Dec. 4, 2019	Jan. 6, 2020
Nov. 18, 2019	Dec. 18, 2019	Jan. 21, 2020*
Dec. 2, 2019	Jan. 8, 2020*	Feb. 3, 2020
Dec. 16, 2019	Jan. 15, 2020	Feb. 18, 2020*

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.

## Conditional use permit application

### Fee schedule

Conditional use permit:	<u>\$2,150</u>
Major amendment:	<u>\$2,150</u>
Minor amendment:	<u>\$1,150</u>
PLUS	
Recording fee:	
Single-family residence:	<u>\$50</u>
Other uses:	<u>\$120</u>
 TOTAL:	 <u>\$</u>

### Applicant/contact

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### Current fee owner

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### Street address of property involved

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

### Legal description of property

Torrens       Abstract

\* 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 of transferring the title must accompany the application.

**Current zoning district**

- |                              |                              |                              |                              |                              |                              |
|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> R-1 | <input type="checkbox"/> R-2 | <input type="checkbox"/> R-3 | <input type="checkbox"/> R-4 | <input type="checkbox"/> M-X | <input type="checkbox"/> POS |
| <input type="checkbox"/> C-1 | <input type="checkbox"/> C-2 | <input type="checkbox"/> O   | <input type="checkbox"/> BP  | <input type="checkbox"/> I-P | <input type="checkbox"/> I-G |

Current use: \_\_\_\_\_ Proposed use: \_\_\_\_\_

Provide a concise statement summarizing this project:

Provide a more detailed description of your request for a planned unit development, being sure to address the following items:

- The effect of the proposed use on the health, safety and welfare of occupants of surrounding lands.
- The effect on existing and anticipated traffic conditions, including parking facilities on adjacent streets.
- The effect on property values in the surrounding area.
- The consistency of the proposed use with the principals, goals and objectives of the comprehensive plan.

**Civil engineer**

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Architect (if applicable)**

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Acknowledgement and signature**

The undersigned hereby grants permission to the city to enter the property at any time during the application process and to install sign(s) on the property notifying the public of their application.

The undersigned hereby represents upon all of the penalties of law, for the purpose of including 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.

**Applicant**

**Current fee owner**

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature (if different from applicant) or attach letter from current fee owner

## Site plan worksheet

	Existing	Proposed	Staff notes
<b>Property</b>			
Acres			
Square feet			
<b>Building</b>			
Gross square footage			
Footprint square footage			
Building height in stories			
Building height in feet			
Percent class I materials per façade			
North			
South			
East			
West			
Residential units			
Residential density			
Floor area ratio			
Ground floor area ratio			
<b>Parking</b>			
Number of spaces			
Number of electric vehicle charging spaces			
Number of bicycle spaces			
<b>Landscaping</b>			
Usable open space square feet			
Impervious surface ratio			
Canopy tree count			
Ornamental tree count			
Shrub count			
<b>Signage</b>			
Area in square feet			