

# Conditional use permit application for fill or excavation of more than 400 cubic yards

## 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.
- Depending on the situation, either:
  - Soil analysis of the type of fill being used
  - Description of the material being extracted

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- 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.
  - Grading, drainage and stormwater plans with existing and proposed topography prepared by a professional civil engineer registered in the state and adopted.
  - Diagram showing the routes of trucks hauling to and from the site.
- Detailed plans for erosion control (both wind and water)
- Tree removal plan and tree preservation plan
- Electronic copy (CD or flash drive) of all exhibits

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.

## Application for conditional use permit for fill or excavation of more than 400 cubic yards

Fee – \$570 (if not in conjunction with other permits)

### 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: \_\_\_\_\_

### Civil engineer

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

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

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

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

### Street address of property involved

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

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

Conditional use: \_\_\_\_\_ Proposed use: \_\_\_\_\_

### 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.

Total number of cubic yards to be filled or excavated: \_\_\_\_\_ cubic yards

List the time period over which the operation will be conducted.

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

List the daily hours of operation.

Begin: \_\_\_\_\_ End: \_\_\_\_\_

Estimate the number of truck trips to and from the site.

Daily: \_\_\_\_\_ Overall: \_\_\_\_\_

Provide a more detailed description of your request for a conditional use permit, 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 type of equipment that will be used.
- Provision for control of material hauled to or from the site.
- Plans for implementation of measures to guarantee safety of the site and adjacent properties.
- Plans for animal control, fire control and general maintenance of the site and surrounding areas.

**Acknowledgement and signature**

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**

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Print name

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Print name

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Signature

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