

City of St. Paul Park

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APPLYING FOR A CONDITIONAL USE PERMIT OR AN INTERIM USE PERMIT

Summary of Section 74-91 to 94

Procedures:

1. Complete and submit application for a Conditional Use Permit or Interim Use Permit with the Zoning Administrator at City Office and include:
 - A nonrefundable fee, per the fee schedule, must accompany the application
 - Eight (8) copies of detailed written graphic materials necessary for the explanation of the request (8 sets of 11x17 size prints) and one electronic copy.
 - The applicant must submit a list of property owners located within **500 feet** of the subject property, map and mailing labels. (This information can be obtained from Washington County Survey & Land Management office, 11660 Myeron Rd N, Stillwater MN 55082; 651-430-4300).
2. Your application will be verified by city staff for completeness. (The request shall be considered as being officially submitted when all the information requirements are complied with). The request will be placed on the agenda of the first possible Planning Commission meeting. Planning Commission meetings are held the 2nd Monday of each month.
3. The Planning Commission will review your request and recommend City Council set the public hearing dates/times at the next City Council meeting (Council meetings are held the 1st and 3rd Monday of each month). The applicant or representative shall appear before the Planning Commission to answer questions concerning the proposed conditional use permit request. The Planning Commission and city staff have the authority to request additional information from the applicant if such information is necessary.
4. The City Administrator shall instruct the appropriate staff persons to prepare technical reports where appropriate, and provide general assistance in preparing a recommendation on the action to the City Council.
5. The City will send public hearing notices to all property owners within 500 feet of the subject property within ten (10) days prior to the public hearing.
6. Public Hearing is held before the Planning Commission, at which time the Planning Commission will make a recommendation to approve or deny your request.
7. Public Hearing is held before the City Council, who will consider the recommendation from the Planning Commission and make a motion to approve or deny your request. The Council may also, in the case of a conditional use permit or interim use permit, impose any conditions it considers necessary for the protection of the public health, safety and welfare, and may also impose a time limitation on any interim use permit.
8. The conditional use permit does not become effective until the City Council adopts a Resolution and after the Resolution is filed with the County Recorder.
9. If your conditional use permit/interim use permit has been approved, the conditional use permit/interim use permit must be completed or utilized within one year after it has been granted or it will become null and void unless a petition for extension of time is granted. Request for extension must be received 30 days prior to expiration.

Information Required:

1. Site Development Plan

- Location of all buildings both existing and proposed
- Location of all adjacent buildings within 500 feet
- Location and number of existing and proposed parking spaces
- Vehicular circulation
- Architectural elevations (types and materials used on all external surfaces)
- Location and candlepower of all illuminaries
- Curb cuts and driveways

2. Dimension Plan

- Lot dimensions and area
- Dimensions of proposed and existing structures
- Typical floor and room plan
- Setbacks of all buildings and proposed setbacks
- Sanitary sewer and water plan with estimated use for day

3. Grading Plan

- Existing contour
- Proposed grading elevations
- Drainage configuration
- Storm sewer catch basins and invert elevations
- Spot elevations
- Proposed road profile

4. Landscape Plan

- Location, type, diameter of all existing trees and which trees will be removed
- Location, type, diameter of all proposed plantings
- Location of material used of all screening devices

Finding of Fact:

The Planning Commission shall consider possible adverse affects of the proposed amendment, conditional use or interim use. Its judgement shall be based upon, but not limited to, the following factors:

- The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the city's comprehensive land use plan
- The proposed use is or will be compatible with present and future land uses of the area
- The proposed use conforms to all performance standards contained in Article II of Chapter 74
- The proposed use will not tend to or actually depreciate the area in which it is proposed
- The proposed use can be accommodated with existing public services and will not overburden the city's service capacity

Performance Bond:

Except in the case of non-income producing residential property, upon approval, the city shall be provided with a cash escrow, certificate of deposit, securities or cash deposit prior to issuing of building permits or initiation of work. Such security shall be non-cancellable and shall guarantee conformance and compliance with the conditions and ordinances.

1. The security shall be in the amount of 1 ½ times the city administrator's or building official's estimated cost of labor and materials for the proposed improvements or development.
2. The City shall hold the security until completion of the proposed improvements or development and a certificate of occupancy has been issued.
3. Failure to comply with the conditions or the ordinances of the city shall result in forfeiture of the security.

Revocation:

The City Council may direct the revocation of any conditional use permit for cause upon determination that the authorized conditional use is not in conformance with the conditions of the permit or is in continued violation of city codes or other applicable regulations.

Development Contract:

Each Interim Use Permit shall include a requirement for a recordable Development Contract between the City and the owner and applicant which specifies the date and/or conditions for termination of the Interim Use Permit. Development Contract shall be executed prior to any building, grading, or other permits.