



2415 Wilshire Blvd, Mound, MN 55364  
Phone 952-472-0600 FAX 952-472-0620

# CONDITIONAL USE PERMIT INFORMATION

A Conditional Use is any use, although generally compatible with the basic use classification of a particular zone, should not be permitted to be located as a matter of right in every area included within the zone because of hazards inherent in the use itself or special problems which its proposed location may present. A permit would be specially and individually considered and granted by the Council after public hearing thereon by the Commission.

## **THE FOLLOWING MUST BE SUBMITTED WITH YOUR APPLICATION BY THE DEADLINE TO BE DEEMED COMPLETE.**

### **REQUIRED SUBMITTALS**

1. An accurately completed application form, including name, address, and day phone numbers of both applicant and owner. Also any fees and escrow deposits as indicated on the application form.
2. A current certificate of survey. Submit three copies drawn to-scale and one (1) copy 8-1/2" x 11" (may be reduced). See City of Mound Survey Requirements.
3. Building Plans: three sets, drawn to-scale, and one copy reduced to 8-1/2" x 11".
4. Hardcover Calculations for each proposed parcel.
5. A **certified list and two sets of labels** from Hennepin County Property Division of all property owners within 350 feet of the subject property will be required. City staff will assist you in obtaining this list. The applicant will be responsible for the payment of any fees charged by Hennepin County for this service.
6. Surveyor to submit proposed legal descriptions in electronic form to SarahSmith@cityofmound.com

### **COMPLETE / INCOMPLETE APPLICATIONS**

An incomplete application will delay the processing of land use requests. The application approval time commences and an application is considered officially filed when City staff has received and examined the application and determined that the application is complete. The decision as to whether the application is complete or incomplete shall be made within fifteen (15) business days following submittal of the application. When the application is deemed to be "complete" it shall be placed on the agenda of the first possible Planning Commission meeting occurring approximately thirty (30) days from the date of official submission of the application.

## **PAYMENT OF FEES**

The applicant acknowledges that she / he understands that, before this request can be considered, all required fees (including all deposits) must be paid to the City in advance. If additional fees are required to cover costs incurred by the City, the City Manager has the right to require additional payment from one or more of the applicants, who shall be jointly liable for such fees. Such expenses may include (but are not limited to) direct city payroll and overhead costs, fees paid to consultants and other professionals, and the cost of printing, mailing and supplies. The City may withhold final action on a land use application and /or rescind prior action until all miscellaneous fees have been paid.

### **Land Use Application Outstanding Balances (Effective 12/13/05)**

Any and/or all outstanding balances from an applicant must be paid before a new land use application from that applicant will be accepted and deemed to be complete. Any and/or all outstanding balances from a previous application seeking the same type of approvals involving the same parcel must be paid before the new application will be accepted and deemed complete.

**SAC CHARGE:** A change in use may result in additional Sewer Availability Charges (SAC). The Metropolitan Council - Wastewater Services requires SAC determinations when a change in use is proposed. The 2015 charge for one SAC unit is \$2,385.

## **ESCROW / BILLING POLICY**

Applicant(s) are advised that an escrow deposit is required at the time of the submittal of the development application to offset costs associated with the proposed project. The amount of the escrow is determined based upon the estimated cost(s) of the project. Remaining escrow monies will be returned after written request to the City, no sooner than 60 days after release of the resolution for filing.

## **ABOUT THE MEETINGS**

Prior to the Monday Planning Commission meeting, a copy of staff's recommendation and a copy of the agenda for that meeting will be mailed to the applicant and owner. Property owners abutting subject property will also be notified of your application.

### **THE APPLICANT OR A DULY-AUTHORIZED AGENT MUST BE PRESENT AT THE PLANNING COMMISSION AND CITY COUNCIL MEETINGS TO ANSWER QUESTIONS.**

The Planning Commission is an advisory body to the City Council. The City Council makes all final decisions.

## MEETING DATES AND DEADLINES

Deadline for receipt of a “complete” application is the first business day of each month prior to the scheduled Planning Commission meeting (i.e. January 1 for February meeting). The Planning Commission Board of Appeals meets on the first Tuesday of each month at 7:00 p.m. at City Hall.

2016 Meeting Dates and Application Deadlines		
Application Deadline	Planning Commission 1 <sup>st</sup> Tuesday at 7:00 p.m.	City Council 4 <sup>th</sup> Tuesday at 7:00 p.m.
Jan 4	Feb 2	Feb 23
Feb 1	Mar 1	Mar 22
Mar 1	Apr 5	Apr 26
Apr 1	May 3	May 24
May 2	Jun 7	Jun 28
Jun 6	Jul 5	Jul 26
Jul 1	Aug 2	Aug 23
Aug 1	Sep 6	Sep 27
Sep 1	Oct 4	Oct 25
Oct 3	Nov 1	Nov 22
Nov 1	Dec 6	Dec TBD
Dec 1	Jan 3 (2017)	Jan 24 (2017)
Jan 3 (2017)	Feb 7	Feb 28

## 2016 Fees

Application fee: \$350  
Escrow Deposit: \$750

## FINAL PROCEDURES

After the CUP is approved by the City Council, the applicant will be responsible for filing the resolution at Hennepin County. If all requirements set by the Council have been met you should receive the resolution for filing within 10 business days. **Your building permit application will not be reviewed until the City receives proof that this resolution has been filed.**



# CONDITIONAL USE PERMIT APPLICATION

2415 Wilshire Boulevard, Mound, MN 55364  
Phone 952-472-0600 FAX 952-472-0620

**Application Fee and Escrow Deposit required at time of application.**

Planning Commission Case No. \_\_\_\_\_

**Please type or print the following information:**

<p style="text-align: center;"><b>PROPERTY INFORMATION</b></p> <p style="text-align: center;"><b>LEGAL DESCRIPTION</b></p>	<p>Subject Address _____</p> <p>Name of Business _____</p> <p>Lot(s) _____ Block _____</p> <p>Subdivision _____ PID# _____</p>
<p style="text-align: center;"><b>APPLICANT</b></p>	<p>The applicant is: Owner ___ Other ___ Email _____</p> <p>Name _____</p> <p>Address _____</p> <p>Phone Home _____ Work _____ Cell _____</p> <p><b>E-Mail Address</b> _____ Fax _____</p>
<p style="text-align: center;"><b>OWNER (if other than applicant)</b></p>	<p>Name _____ <b>Email</b> _____</p> <p>Address _____</p> <p>Phone Home _____ Work _____ Cell _____</p>
<p style="text-align: center;"><b>ARCHITECT, SURVEYOR, OR ENGINEER</b></p>	<p>Name _____ Email _____</p> <p>Address _____</p> <p>Phone Office _____ Cell _____ Fax _____</p>
<p style="text-align: center;"><b>ZONING DISTRICT</b></p>	<p>Circle: R-1 R-1A R-2 R-3 B-1 B-2 B-3</p>

Description of Proposed Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EFFECTS OF THE PROPOSED USE: List impacts the proposed use will have on property in the vicinity, including, but not limited to traffic, noise, light, smoke/odor, parking, and describe the steps taken to mitigate or eliminate the impacts.

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If applicable, a development schedule shall be attached to this application providing reasonable guarantees for the completion of the proposed development. Estimated Development Cost of the Project: \$\_\_\_\_\_

Has an application ever been made for zoning, variance, conditional use permit, or other zoning procedure for this property? ( ) yes, ( ) no. **If yes**, list date(s) of application, action taken, resolution number(s) and provide copies of resolutions.

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***Application must be signed by all owners of the subject property, or explanation given why this is not the case.***

_____	_____	_____
<b>Print Applicant's Name</b>	<b>Applicant's Signature</b>	<b>Date</b>
_____	_____	_____
<b>Print Owner's Name</b>	<b>Owner's Signature</b>	<b>Date</b>
_____	_____	_____
<b>Print Owner's Name</b>	<b>Owner's Signature</b>	<b>Date</b>

**City Code Section 129-38 relating to Conditional Use Permits must be reviewed by the applicant.**

**If applying for a two family dwelling, City Code Section 129-102 must be reviewed by the applicant.**