



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

EXPANSION PERMIT APPLICATION & INFORMATION

An *Expansion Permit* for a nonconforming structure may be issued to provide relief to the landowner where the ordinance imposes practical difficulties to the property owner in the reasonable use of the land when making alterations to structures that have nonconforming conditions. ***Specific Information relating to expansion permits and nonconformities is located in City Code Chapter 129 and can be found by visiting the City's website at www.cityofmound.com and clicking on the "City Code" icon on the left hand side of the page.***

SUBMITTAL REQUIREMENTS

The following must be included with your application:

1. Accurately completed application form, including name, address and day phone of both applicant and owner. Also any fees and escrow deposit as indicated on the application form.
2. **CURRENT CERTIFICATE OF SURVEY**: 2 copies drawn to-scale and one copy 8-1/2" x 11" (may be reduced). **Survey must include all of the items listed on the City of Mound Survey Requirements.**
3. Three (3) sets of scaled building plans (not reduced) of proposed improvements **AND** one set 8-1/2" x 11" (may be reduced) including:
 - a) Floor plan indicating proposed sizes, window and door openings, and direction of rafters or trusses.
 - b) Cross-Section from footings through the roof.
 - c) Elevations, front and side view indicating height of structure and proposed grade.
4. Hardcover Calculations.
5. Surveyor to submit legal descriptions in electronic form to SarahSmith@cityofmound.com.

If any of the above materials are not submitted by the deadline date, the application will be deemed incomplete and it will not be placed on the agenda for that month.

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 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.

PAYMENT OF FEES

The applicant acknowledges that she/he understands that before this request can be considered, all required information and 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 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.

ESCROW / BILLING POLICY

Applicants are advised that an escrow deposit may be 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 costs of the project.

The City of Mound will provide a quarterly billing of all itemized charges that have been incurred. 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

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.

A copy of staff's recommendation and an agenda for the Planning Commission meeting will be mailed to the owner and applicant the week prior to the Tuesday meeting. Abutting property owners will also be mailed an agenda.

APPLICATION DEADLINES

Application deadline date is 12:00 p.m. 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 st Tuesday at 7:00 p.m.	City Council 4 th 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: \$200
Escrow Deposit: \$750

FINAL PROCEDURES

After the Expansion Permit is approved by the City Council, the applicant will be responsible for filing the resolution at Hennepin County. Please allow at least 10 business days following the council meeting to receive the resolution to be filed. **Your building permit application will not be reviewed until the City receives proof that this resolution has been filed.** Escrow will be released no sooner than 60 days after release of the resolution to the applicant for filing.



EXPANSION PERMIT APPLICATION

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Application Fee and Escrow Deposit required at time of application.

Case No. _____

Please type or print legibly

SUBJECT PROPERTY LEGAL DESC.	Address _____ Lot _____ Block _____ Subdivision _____ PID # _____ Zoning: R1 R1A R2 R3 B1 B2 B3 (Circle one)
PROPERTY OWNER	Name _____ Email _____ Address _____ Phone Home _____ Work _____ Fax _____
APPLICANT (IF OTHER THAN OWNER)	Name _____ Email _____ Address _____ Phone Home _____ Work _____ Fax _____

1. 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.

2. Detailed description of proposed construction or alteration (size, number of stories, type of use, etc.):

3. Please complete the following information related to the property and building's conformity with the zoning regulations for the district in which it is located including the expansion permit request.

<u>SETBACKS:</u>	REQUIRED	REQUESTED (or existing)	EXPANSION
Front Yard: (N S E W)	_____ ft.	_____ ft.	_____ ft.
Side Yard: (N S E W)	_____ ft.	_____ ft.	_____ ft.
Side Yard: (N S E W)	_____ ft.	_____ ft.	_____ ft.
Rear Yard: (N S E W)	_____ ft.	_____ ft.	_____ ft.
Lakeside: (N S E W)	_____ ft.	_____ ft.	_____ ft.
_____: (N S E W)	_____ ft.	_____ ft.	_____ ft.
Street Frontage:	_____ ft.	_____ ft.	_____ ft.
Lot Size:	_____ sq ft	_____ sq ft	_____ sq ft
Hardcover:	_____ sq ft	_____ sq ft	_____ sq ft

4. Does the present **use** of the property conform to all regulations for the zoning district in which it is located? Yes (), No (). **If no**, specify each non-conformity:

5. Are there exceptional or extraordinary circumstances justifying the expansion unique to the property such as lot size or shape, topography or other circumstances over which the owners of the property since enactment of this chapter have no control? Please check all that apply:

- | | | |
|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> too narrow | <input type="checkbox"/> topography | <input type="checkbox"/> soil |
| <input type="checkbox"/> too small | <input type="checkbox"/> drainage | <input type="checkbox"/> existing situation |
| <input type="checkbox"/> too shallow | <input type="checkbox"/> shape | <input type="checkbox"/> other: specify |

Please describe: _____

6. Were the exceptional or extraordinary circumstances described above created by the action of anyone having property interests in the land after the zoning ordinance was adopted (1982)? Yes (), No ().

If yes, explain:

7. Were the exceptional or extraordinary circumstances created by any other person-made change, such as the relocation of a road? Yes (), No (). **If yes**, explain:

8. Are the exceptional or extraordinary circumstances for which you request an expansion permit peculiar only to the property described in this petition? Yes (), No (). **If no**, list some other properties which are similarly affected?

9. Comments: _____

I certify that all of the above statements and the statements contained in any required papers or plans to be submitted herewith are true and accurate. I acknowledge that I have read all of the variance information provided. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Mound for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Owner's Signature _____ **Date** _____

Applicant's Signature _____ **Date** _____