



OPERATIONS PERMIT INFORMATION

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

An Operations Permit is required within any Planned Industrial Area. No structure or land shall be used for the uses listed within the Zoning Ordinance, Section 129-143 except by Operations Permit. Operations Permit Applications are not required to be heard by the Planning Commission.

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

1. An accurately completed application form and any fees and escrow deposits as applicable.
2. Building Plans: three sets, drawn to-scale, and one copy reduced to 8-1/2" x 11".

In the event the City Council requires a public hearing 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.

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 City Council 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 escrow 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. Remaining escrow monies will be returned after written request to the City, no sooner than 60 days after release of the resolution for filing.

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. Check with the City for current rates.

ESCROW / BILLING POLICY

Applicant(s) 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. If so, the City of Mound will provide a quarterly billing of all itemized charges that have been incurred. Following completion, the applicant shall be responsible for submitting a written request for release of any and/or all remaining escrow funds.

ABOUT THE MEETINGS

Prior to the Tuesday City Council 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 may also be notified of your application.

THE APPLICANT OR A DULY-AUTHORIZED AGENT MUST BE PRESENT AT THE CITY COUNCIL MEETINGS TO ANSWER QUESTIONS.

Deadline for receipt of a “complete” application is 12:00 p.m., the first business day of each month prior to the scheduled City Council meeting (i.e. January 1 for February meeting).

2016 Meeting Dates and Application Deadlines		
Application Deadline	Planning Commission 1st Tuesday at 7:00 p.m.	City Council 4th 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



2415 Wilshire Boulevard, Mound, MN
55364

OPERATIONS PERMIT APPLICATION

SECTION 1 – Application Information

Proposed City Council Date: _____

Please type or print the following information:

PROPERTY INFORMATION	Subject Address _____
	Name of Business _____
LEGAL DESCRIPTION	Lot _____ Block _____ Plat # _____
	Subdivision _____ PID# _____
APPLICANT	The applicant is: Owner _____ Other: _____
	Name _____
	Address _____
	Phone Home _____ Work _____ Cell _____
	E-Mail Address _____ Fax _____
OWNER (if other than applicant)	Name _____ E-Mail _____
	Address _____
	Phone Home _____ Work _____ Cell _____

SECTION 2 – Business Information

	Name of Business _____
	Total Floor Area _____ Office Area _____
	Manufacturing Area _____ Warehouse Area _____
	Sales Floor Area _____ Other (Specify) _____
	Describe Nature of Business _____

	Wholesale _____ Retail _____ Location (cite unit number or attach floor plan) _____
	Number of Employees: 1 st shift _____ 2 nd shift _____ 3 rd shift _____
	Adjacent Uses (list businesses) _____

SECTION 3 – Business Operations

Describe products produced or services offered (attach product brochures if available)

What types of materials will be shipped into and/or stored within the premises?

Materials will be shipped by: rail ____ semi truck ____ Other _____

Will delivery vehicles be stored on the property? Yes ____ No ____

Does the business plan future expansions at this location? Yes ____ No ____

If yes, describe amount of anticipated expansion and timing.

Will the business require any modifications to the exterior of the existing building including but not limited to doors, windows, overhead doors, cooling towers, HVAC units, etc?
Yes ____ No ____ If yes, please describe and attach a floor plan and exterior building elevation drawings.

Will the proposed operation involve: Noise Generation? Yes ____ No ____

If yes, describe source and amount.

Odor Generation? Yes ____ No ____ If yes, describe source and amount.

Toxic and/or Hazardous Waste Generation? Yes ____ No ____
If yes, describe source and amount.

Provide a detailed listing of all chemicals that will be discharged into the sanitary sewer system.

Will the operations include either interior or exterior storage of bulk chemicals? Yes ____ No ____ If yes, attach floor plan and/or site plan showing location and describe spill/leakage containment provisions.

Other than chemicals, will the operation require outdoor storage of any materials? Yes ____ No ____ If yes, describe materials and attach site plan showing locations and identifying proposed screening by type and location.

SECTION 4 – Certification

I certify that all of the statements above and the statements contained in any required papers and plans to be submitted herewith are true and accurate. 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.

Signature of Applicant _____ Date _____