



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.

## **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 the required application fee and escrow deposit as indicated on the application form.
2. A current certificate of survey for the proposed project. Submit three copies drawn to-scale and one reduced copy to **11" x 17" or 8-1/2" x 11"**. Please see City of Mound Survey Requirements Informational Handout for requirements; also hardcover calculations for the parcel(s). The submittal of the survey in electronic form is also required, if available.
3. Building plans: three sets, drawn to-scale, and one copy reduced to **11" x 17" or 8-1/2" x 11"**. The submittal of building plans in electronic form is also required, if available.
4. A **certified list and two sets of labels** from Hennepin County Property Division of all property owners within 350 feet of the subject property is required. Upon request, 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 if the City obtains the list.
5. Surveyor to submit proposed legal descriptions in electronic form to SarahSmith@cityofmound.com

### **COMPLETE / INCOMPLETE APPLICATIONS**

**Applications are due on the first business day of each month.** They are then routed to staff/department/agency/utilities for 15-business day review and determination of completeness. If an application is deemed to be complete, it is scheduled for review by the Planning Commission and City Council public hearing the subsequent month. If deemed incomplete, a letter is sent out setting forth the items which are deficient and/or incomplete within the 15-business day period following submittal. Land use applications are processed in accordance with the timeline provisions in Minnesota Statutes, section 15.99 within 60-days unless an extension is executed by the City for an additional 60-days.

### **MEETINGS**

The Planning Commission regular meeting is held on the 1<sup>st</sup> Tuesday of each month at 7:00 p.m. The City Council regular meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month at 7:00 p.m. The Planning Commission is an advisory body to the City Council. The City Council makes all final decisions.

## **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.

### **2023 FEES**

Application Fee: \$350

Planning Case Escrow: *(based on scope/complexity of proposed project)*

Level 1:	SF residential type applications such as setback for house remodel/addition projects	\$900.00
Level 2:	MF residential type applications (i.e. CUP, etc.)	\$1200
Level 3:	New minor subdivisions or similar type more complex	\$1500
Level 4:	New major subdivisions and CUP for PUD	\$5000

## **LAND USE APPLICATIONS OUTSTANDING BALANCE**

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). Metropolitan Council Environmental Services requires SAC determinations when a change in use is proposed. **The 2023 charge for one SAC unit is \$2,485.**

## **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 the later of 60 days upon City approval of the CUP or 60 days upon receipt of a recorded resolution from Hennepin County.

## **ABOUT THE MEETINGS**

Prior to the Planning Commission meeting, a copy of the Planning Report and a copy of the agenda for that meeting will be provided to the applicant and owner. Neighboring property owners will also be notified of the CUP and scheduled Planning Commission meeting and property owners within 350 feet are notified of the CUP and scheduled City Council public hearing a minimum of 10 days in advance of the scheduled hearing. **THE APPLICANT OR A DULY-AUTHORIZED AGENT MUST BE PRESENT AT THE PLANNING COMMISSION AND CITY COUNCIL MEETINGS TO ANSWER QUESTIONS.**

## **FINAL PROCEDURES**

After the CUP is approved by the City Council, the applicant will be responsible for filing the resolution at Hennepin County and is released when all condition have been satisfies. Upon applicant request, the City will file the resolution, with the recording fees to be paid out of the escrow. Upon applicant request, the City will file the resolution with the recording fees to be paid out of the escrow.



# CONDITIONAL USE PERMIT APPLICATION

2415 Wilshire Boulevard, Mound, MN 55364  
Phone 952-472-0603 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 _____ <b>Email</b> _____</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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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.**

\_\_\_\_\_  
Print Applicant's Name                      Applicant's Signature                      Date

\_\_\_\_\_  
Print Owner's Name                      Owner's Signature                      Date

\_\_\_\_\_  
Print Owner's Name                      Owner's Signature                      Date

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