

PLANNING ESSENTIALS: CONDITIONAL USE PERMITS

HOW TO APPLY

Submit the following information:

- Conditional use permit application
- Applications for other approvals needed (comprehensive plan amendment, rezoning, etc.)
- A current document identifying proof of ownership. This may include a certificate of title, deed or property tax statement
- A statement describing:
 - Intended use of the property
 - How the proposal meets the development code requirements below
- Plans:
 - Any plans required by staff, includes but is not limited to:
 - Scaled building elevation and floor plans
 - Property line map
 - Site plan
 - One 8 1/2" x 11" and one 11" x 17" half-scale reproducible print for each required sketch, drawing, or plan
 - Two 24"x36" copies of each plan sheet (if required by staff)
 - Digital Copies of plans can be submitted at shoreviewmn.gov

APPLICATION FEES

- Filing fee: \$400
 - Non-refundable
- Recording fee: \$46
 - Make check payable to Ramsey County

PROCESSING YOUR APPLICATION

This request requires a public hearing. Staff will review the application in accordance with sections 203.032 and 203.020 (A) of the city code. After review, staff will schedule a public hearing.

- Notice:
 - Newspaper publication:
 - Staff will provide published notice 10 days before the public hearing
 - Notice will include the purpose, time, date and location of the public hearing
 - Affidavits of publication will be part of the meeting's record
 - Mailed notice:
 - Staff will provide written notice to property owners with 350 feet of the property 10 days before the public hearing



- Notice will include the purpose, time, date and location of the public hearing
 - An affidavit with the names and addresses of the property owners will be a part of the meeting's record
- The process will not be invalidated if:
 - Mailed notice did not occur
 - Defects in the notice occurred despite staff's attempt
- Public hearing:
 - Planning commission will:
 - Hold a public hearing and review the request according to city code
 - Make a recommendation to the city council for approval or denial and provide the reasons for it
 - The request can also be tabled for further review
 - City council will
 - Consider the request based on the planning commission's recommendation
 - The city council may also hold a public hearing instead of the planning commission.
 - Table, approve, or deny the request based on recommendations and the city code
- Issuance and conditions.
 - If approved, the city council may impose conditions and safeguards that ensure the use:
 - Will not be detrimental to the health, safety or general welfare of the community and that the use
 - Is in harmony with the general purpose and intent of the development ordinance and comprehensive guide plan
 - The city council may add extra conditions for properties in the floodplain
 - Modification of waste treatment and water supply facilities
 - Limitations on use, occupancy, and operation
 - Operational controls, sureties, and deed restrictions
 - Channel modifications, storage, dikes, levees, or other measures
 - Flood-proofing measures
 - If denied, the city council will provide reasons for it
- Decision
 - Decisions are final



DEVELOPMENT CODE REQUIREMENTS

- Conditional use permits may be approved if the use is listed as conditional in the district
- Structure and/or land use
 - Must conform to the land use chapter of the comprehensive plan
 - Must be compatible with the neighborhood
- City will consider the following questions for properties in the floodplain
 - Is there a danger to life and property due to increased flood heights and encroachments?
 - Will any materials be swept onto other properties or water due to flooding?
 - Will the water supply and sanitation systems prevent disease, contamination, and unsanitary conditions?
 - Will the proposed use flood?
 - How does it benefit the community?
 - What are the requirements for waterfront locations?
 - Are there other locations on the property that would not flood?
 - Is it compatible with existing development and the planned use of the property?
 - Does it conform to the flood plain management program?
 - Can vehicles safely access the site if it's flooded?
 - If the property floods, what are the expected heights, velocity, duration, rate of raise, and sediment deposits?

MISCELLANEOUS INFORMATION

The city will not accept an application until everything is submitted. An incomplete application may delay scheduling the public hearing and planning commission review.

Your application is considered public. If the city receives a request, they will need to provide it.

Staff recommends that you discuss your proposal with your neighbors before you submit it. This can help address any concerns they may have.

The applicant and property owner are responsible for paying any out-of-pocket expenses. This includes:

- Administrative, engineering, or legal expenses for processing your application
- Staff time for enforcing any conditions(s) of the approval

QUESTIONS?

Shoreview Community Development Department
651-490-4680 | shoreviewmn.gov

