

PLANNING ESSENTIALS: DETACHED ACCESSORY STRUCTURE ON A LAKE LOT

HOW TO APPLY

Submit the following information:

- Residential planning request application
- A statement describing how the proposal meets the development code requirements below
- Site plan
 - Drawn to scale
 - Shows site dimensions including:
 - Gross site area
 - Area covered by impervious surfaces
 - Area covered by existing and proposed foundations
 - Lot area above the ordinary high water (OHW)
 - Shows location and dimensions of any existing structures and easements
 - Shows proposed use, location, and dimensions
 - Shows distance to structures located within 10 feet of applicant's property
 - Shows location of abutting land streets, alleys, and easements
- Two sets of folded and collated copies of the plan sheets on 11"x17" half-scale prints.
- One 8 1/2"x11" reproducible print for each required sketch, drawing, or plan

APPLICATION FEES

- Filing fee: \$50
 - Non-refundable

PROCESSING YOUR APPLICATION

This request requires an administrative review. Staff will review the application for compliance with city and building regulations. This includes the development ordinance regulations and standards in section 203.039. The review process is below.

- Notice:
 - Staff will provide written notice to property owners within 150 feet of the property upon issuance of a permit
- Issuance and conditions:
 - Once approved, staff will issue the permit
 - Permit will include conditions required by the development ordinance
 - Staff may deny the application if the request does not comply with city code
- Decision and appeal:
 - Decisions are final
 - Applicant or other aggrieved party may appeal per section 203.020(F)



DEVELOPMENT CODE REQUIREMENTS

- The request must:
 - Be in general character with neighborhood
 - Not cause traffic site problems
 - Not endanger public health or safety
 - Not encroach upon a public right-of-way, easement, or utilities
- Front yard setback – 30 feet
 - Can be 20 – 30 feet depending on site characteristics
 - Can be less than 20 feet with variance

MISCELLANEOUS INFORMATION

The city will not accept an application until everything is submitted. An incomplete application may delay review.

Your application is considered public. If someone requests it, the city will need to provide it.

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

The permit shall expire within in one year if no building permit has been issued for the structure.

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

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

QUESTIONS?

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

