



City of South St. Paul

125 Third Avenue North
South St. Paul, MN 55075
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www.southstpaul.org

For Office Use Only

Submittal Date:

Application Received By:

Receipt Number:

PLANNING AND ZONING APPLICATION

Property Information

Address of Subject Property: _____

Applicant Information (*name and address used in public notices*)

Applicant (company name or individual): _____

Contact person: _____ Title: _____

Street Address: _____

City/State/ Zip Code: _____

Telephone No.: () Fax No.: ()

Email Address: _____

Owner Information

Property Owner

Owner's Street Address: _____

City/State/Zip Code: _____

Telephone No.: () Fax No.: ()

Email Address: _____

Planning and Zoning Application Filing Requirements:

Minimum Requirements – All applications. All Planning and Zoning Applications MUST be accompanied by the following:

- A completed Planning and Zoning Application form** (including owner's signature or letter of consent).
- Required application and escrow fees** (listed on the first page of this form).
- A scaled site plan** (for all development projects) showing the lot size and location, and adjacent streets.
 - Dimensions and location of existing and proposed buildings and/or additions.
 - Location of all buildings on adjacent properties.
 - Existing and/or proposed parking areas and access drives, type of surfacing, curbing, and drainage.
- A narrative from the petitioner explaining their request.** The narrative should include any and all pertinent information the City Staff, Planning Commission, and City Council may need in assisting their consideration of the request. *Requests that involve a commercial or industrial operation should include the following in the narrative:*
 - Type of business/activity.
 - Expected activities on the site.
 - Number of employees.
 - Number of anticipated customers at any one time.
 - Hours of operation.

Additional Requirements for Variances. All Variance applications MUST also include the following:

- A narrative clearly indicating how the proposed variance is consistent with the standards for granting a variance (see the criteria from City Code section 118-39 listed below) to warrant variance approval.
 - The variance is in harmony with the general purpose and intent of the ordinance; and,
 - The terms of the variance are consistent with the Comprehensive Plan; and
 - The applicant for the variances establishes that there are practical difficulties in complying with the ordinance
 - (Economic considerations alone do not constitute practical difficulties)
 - The property owner proposes to utilize the property in a reasonable manner.
 - The plight of the property owner is due to circumstances unique to the property that were not created by the property owner; and
 - The variance will not alter the essential character of the neighborhood.

Additional Requirements – New Construction/Subdivision. Applications for a new business, new residential dwelling or any other application that requires new construction or subdivision of land (example applications include Variances, PUDs, CUPs, and Plats) shall include the following:

- A certified land survey.
- Architectural elevations and dimensions of all existing and proposed buildings from the front, side, and rear property lines.
- Scaled Plan Sets - Three (3) large scale copies, folded in sets no larger than 8 ½" x 14" with the print side facing out.** Scaled plan sets shall include:
 - Signage plans (including size, location, and color).
 - Landscaping plans (including location, size, and species).
 - Lighting plans
 - Fencing plan (including height, location, and type of fencing).
 - Screening plan (for any outside storage).
 - Drainage and Utility Plans
 - Present lot elevation and proposed finished grades
 - Plat drawings showing existing and proposed lots, blocks, right of way, and easements.
- Plan Reductions - One (1) copy of 11" x 17" reductions for plans listed above**
- PDF or JPEG copies of the plans, plats, elevations, or renderings are requested if they are available.*
- As-builts of water and sewers in CAD format are requested if they are available.*

***City staff reserves the right to require additional copies as needed.*

True and accurate representation of the requirements outlined for the specified type of request is the responsibility of the applicant.

Complete/Incomplete Applications

An incomplete application will delay the processing of planning and zoning requests. The application approval time commences and an application is considered officially filed when the City Planner has received and examined the application and determined that the application is complete. A decision on whether the application is complete or incomplete shall be made within fifteen (15) days following the submittal of the application and the applicant will be notified in writing of the decision. When the application is deemed to be "complete" it shall be placed on the agenda of the first possible Planning Commission meeting.

The City recommends that you make a pre-application meeting with the City Planner (651-554-3217) to discuss the application process, requirements, and deadlines.

Notice of Meeting Attendance

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda.

Filing Requirements and Payment of Fees and Escrows

The undersigned acknowledges that she/he understands that before this request can be considered, all required information and fees and escrows must be paid to the City in advance. If additional fees or escrows are required to cover costs incurred by the City, the City has the right to require additional payment from one or more of the undersigned, who shall be jointly and severally liable for such fees or escrows. Such expenses may include (but are not limited to) fees paid to consultants, engineers, planners, attorneys and other professionals. The City may withhold final action on a Planning and Zoning Application and/or rescind prior action until all additional fees or escrows have been paid.

<u>Type of Request</u>	<u>*Application Fee:</u>	<u>*Escrow Deposit:</u>
<input type="checkbox"/> Comprehensive Plan Amendment		
Minor	(\$ 200.00)	(\$ 250.00)
Major	(\$ 500.00)	(\$ 1,000.00)
<input type="checkbox"/> Conditional Use Permit (CUP)		
Residential	(\$ 250.00)	(\$ 250.00)
Commercial / Industrial	(\$ 300.00)	(\$ 750.00)
Amendment	(\$ 150.00)	(\$ 500.00)
<input type="checkbox"/> Final Plat		
2 or fewer lots	(\$ 0.00)	(\$ 0.00)
3 or more lots	(\$ 150.00)	(\$ 250.00)
<input type="checkbox"/> Interim Use Permit (IUP)		
Residential	(\$ 150.00)	(\$ 250.00)
Commercial / Industrial	(\$ 200.00)	(\$ 500.00)
<input type="checkbox"/> Tax Parcel Split / Combination	(\$ 100.00)	(\$ 100.00)
<input type="checkbox"/> Planned Unit Development (PUD)	(\$ 350.00)	(\$ 1,000.00)
Amendment to PUD	(\$ 250.00)	(\$ 500.00)
<input type="checkbox"/> Preliminary Plat		
2 or fewer lots	(\$ 250.00)	(\$ 250.00)
3 or more lots	(\$ 250.00)	(\$ 1,000.00)
<input type="checkbox"/> Rezoning		
Residential	(\$ 350.00)	(\$ 500.00)
Commercial / Industrial	(\$ 350.00)	(\$ 500.00)
<input type="checkbox"/> Site Plan Review	(\$ 100.00)	(\$ 100.00)
<input type="checkbox"/> Variance		
Residential	(\$ 150.00)	(\$ 250.00)
Commercial / Industrial	(\$ 200.00)	(\$ 500.00)
<input type="checkbox"/> Zoning Ordinance Amendment		
Minor	(\$ 100.00)	(\$ 250.00)
Major	(\$ 500.00)	(\$ 500.00)

Acknowledgement and Signature

I acknowledge that I have read all of the information listed in the City of South St. Paul Planning and Zoning Application and fully understand that I am responsible for costs, as outlined in this application, incurred by the City related to the processing of this application. I hereby certify that all fees, charges, utility bills, taxes and special assessments for the property have been paid.

Applicant Signature

Date

Property Owner Signature

Date

Agenda Deadline and Meeting Schedule

The deadline for submittal of Planning and Zoning Applications is noon of the day specified as according to the schedule outlined below. There are **no exceptions**. All Planning Commission and City Council meetings are held in the Council Chambers at the South St. Paul City Hall, 125 Third Avenue North, South St. Paul, Minnesota 55075, unless otherwise stated. Applicants are advised that additional meetings and/or workshops may be scheduled when necessary upon approval of the Planning Commission or City Council.

2017 SCHEDULE (*subject to change)

** Meeting dates are tentative (If there are no applications to be reviewed the meetings may be cancelled) so please consult the City Planner to verify meeting dates.

All meetings are held in the Council Chambers at the South St. Paul City Hall (125 3rd Avenue North, South St. Paul) unless specifically stated otherwise.

	PC Meeting	Council Meeting
<u>APPLICATION DEADLINE</u> (Due at Noon)	**TENTATIVE PLANNING COMMISSION MEETING (Generally held on Wednesday at 7:00 p.m.)	TENTATIVE CITY COUNCIL MEETING DATE (Generally held on Monday at 7:15 p.m.)
November 28, 2016	January 4, 2017	January 17, 2017 <i>(Tuesday)</i>
January 3, 2017	February 1, 2017	February 6, 2017
February 6, 2017	March 1, 2017	March 6, 2017
March 6, 2017	April 5, 2017	April 17, 2017
April 3, 2017	May 3, 2017	May 15, 2017
May 8, 2017	June 7, 2017	June 19, 2017
June 5, 2017	July 12, 2017	July 17, 2017
July 3, 2017	August 2, 2017	August 21, 2017
August 7, 2017	September 6, 2017	September 18, 2017
September 5, 2017	October 4, 2017	October 16, 2017
October 2, 2017	November 1, 2017	November 20, 2017
November 6, 2017	December 6, 2017	December 18, 2017
December 4, 2017	January 3, 2018	January 16, 2018