



*East Bethel Community Development*  
 2241 221st Ave. NE • East Bethel, MN 55011  
 Phone: (763) 367-7844 • Fax: (763) 434-9578

**ZONING VERIFICATION LETTER AND/OR CERTIFICATE OF ZONING COMPLIANCE**

THIS APPLICATION IS REQUIRED IN ADDITION TO ANY DOCUMENTS THE APPLICANT WOULD LIKE TO BE COMPLETED.

**FEE: \$50**

I HAVE ATTACHED AN ADDITIONAL DOCUMENT TO BE COMPLETED PERTAINING TO ZONING VERIFICATION:

YES     NO

I AM REQUESTING A CERTIFICATE OF ZONING COMPLIANCE:

YES     NO

**APPLICANT INFO:**

APPLICANT NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**I WOULD LIKE ZONING VERIFICATION FOR THE FOLLOWING PARCEL:**

ADDRESS: \_\_\_\_\_

PID: \_\_\_\_\_

BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_

**WHEN COMPLETED, THE ZONING VERIFICATION DOCUMENT SHOULD BE:**

- PICKED UP IN PERSON AT CITY HALL
- EMAILED TO THIS EMAIL: \_\_\_\_\_
- MAILED TO THIS ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

**OFFICE USE ONLY**

DATE SUBMITTED: \_\_\_\_\_

COMPLETED BY STAFF: \_\_\_\_\_

TOTAL FEE PAID: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

# SECTION 4 – CERTIFICATE OF ZONING COMPLIANCE



## 4. - Certificate of compliance.

- A. *Purpose.* The purpose of the certificate of compliance provisions of this section is to authorize and regulate uses in zoning districts that require a certificate of compliance.
- B. *Application.* Whenever this ordinance requires a certificate of compliance as specified for a particular use or within a specific zoning district, a written application shall be filed with the city. The application shall be accompanied by development plans for the proposed use showing such information as may be reasonably required by the city.
- C. *Compliance.* The use shall conform to the regulations specified in this ordinance.
- D. *Issuance and conditions.* If the city determines that the use is in compliance with the conditions contained in this ordinance, the city shall issue the certificate. Conditions required by this ordinance shall be applied to issuance of the certificate of compliance, and a periodic review of the certificate and proposed use may be required.
- E. *Record of certificates of compliance.* The city shall maintain a record of all certificates of compliance issued including information on the use, location, and conditions imposed as part of the permit such as time limits, review dates, and such other information as may be appropriate.
- F. *Appeals to denial of certificates of compliance.* If the request for a certificate of compliance is denied, if conditions are imposed, or if revoked, the applicant may appeal the decision pursuant to Section 02. Responsibilities, Enforcement, and Appeals. The procedures to be followed in presenting the appeal shall be the same as those followed for an appeal of any administrative decision made by the city.
- G. *Expiration of certificates of compliance.* A certificate of compliance shall expire and be considered null and void one year after it has been issued if the use has not been established.
- H. *Revocation.* A violation of any condition set forth in a certificate of compliance shall be a violation of this section; failure to correct said violation within 30 days of written notice from the city shall terminate the certificate of compliance unless an appeal is filed pursuant to Section 02. Responsibilities, Enforcement, and Appeals.

# Land Use Escrow Application

Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Land Use Application: \_\_\_\_\_

Person/Company paying the escrow	Person/Company receiving returned escrow (if different from the person/company paying the escrow than permission is needed)
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Phone: _____
Mailing Address: _____ _____	Address: _____ _____
Amount entered into escrow: \$ _____	Email: _____

	Escrow Type	Escrow Amount
	Tax Increment Financing	\$12,000
	Preliminary Plat	\$5,000
	Major Mining Permit	\$1,500
	Admin. Subdivision, Comp Plan Amendment, Conditional Use Permit Amendment, Metes and Bounds Split, Minor Mining Permit, Planned Unit Development, Rezoning, Site Plan Review, Vacation,	\$1,000
	Final Plat	\$1,000 + \$50/Lot if new road
	Environmental Review	\$650
	Concept Plan Review, Conditional Use Permit, Grading Permit, Planned Unit Development Amendment, Zoning Text Amendment	\$500
	Interim Use Permit/Amendment, Variance	\$300

**Escrow Information**

Escrow is set aside for attorney, consulting, engineering, and other misc. fees. If the City of East Bethel is to acquire these fees while working on your Land Use Application, than you are authorizing the City to use this escrow to pay for those fees. The remaining escrow amount will be returned once the work has been approved by the Building and/or Community Development Director.

Escrow Payer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community Development Staff: \_\_\_\_\_ Date: \_\_\_\_\_

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# Application Deadlines for 2019

Planning staff has ten (10) business days to deem an application complete. The submittal dates pertain to applications deemed complete by Planning staff. These dates do not pertain to Subdivisions applications.

<b>Application Deadline</b> (30 days prior to PC meeting)	<b>Planning Commission Meeting</b>
December 21, 2018	<b>January 22, 2019</b>
January 25, 2019	<b>February 26, 2019</b>
February 23, 2019	<b>March 26, 2019</b>
March 24, 2019	<b>April 23, 2019</b>
April 26, 2019	<b>May 28, 2019</b>
May 25, 2019	<b>June 25, 2019</b>
June 22, 2019	<b>July 23, 2019</b>
July 28, 2019	<b>August 27, 2019</b>
August 24, 2019	<b>September 24, 2019</b>
September 21, 2019	<b>October 22, 2019</b>
October 26, 2019	<b>November 26, 2019</b>
November 16, 2019	<b>December 17, 2019</b>

**Planning Commission meetings** are held on the 4<sup>th</sup> Tuesday of the month, unless a holiday falls on that day.

**City Council meetings** are held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month, unless a holiday falls on that day.

Changes to meeting dates will be posted on the East Bethel City website.

## CONTACT LISTS FOR REVIEW OF DEVELOPMENT PROJECT

If the box is checked, you must provide a letter of approval, copy of minutes, or other documentation as it relates to your project to the City of East Bethel Planning/Building Department as part of your application for submittal.

### CITY

- City Attorney**  
Eckberg Lammers  
1809 Northwestern Ave. S.  
Stillwater, MN 55082  
(651) 967-7344  
[www.eckbergammers.com/](http://www.eckbergammers.com/)
  
- City Engineer**  
Hakanson Anderson  
Attn: Craig Jochum  
3601 Thurston Ave.  
Anoka, MN 55303  
763-427-5860  
[www.haa-inc.com/](http://www.haa-inc.com/)

### HIGHWAY/TRANSPORTATION

- Traffic Engineering Manager**  
Anoka County Highway Department  
1440 Bunker Lake Blvd.  
Andover, MN 55304  
763-862-4231  
[www.anokacounty.us/307/Highway-Department](http://www.anokacounty.us/307/Highway-Department)
  
- Development Review Coordinator**  
MN Dept of Transportation  
Metro Division, Waters Edge  
1500 West County Road B-2  
Roseville, MN 55113  
651-234-7500  
[metrodevreviews.dot@state.mn.us](mailto:metrodevreviews.dot@state.mn.us)

### JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)

- Anoka Conservation District**  
Attn: Wetland Specialist  
1318 McKay Dr NE, Suite 300  
Ham Lake, MN 55304  
763-434-2030, ext. 14  
<https://www.anokaswcd.org/>
  
- Area Hydrologist**  
MN Dept of Natural Resources  
1200 Warner Road  
St. Paul, MN 55106-6796  
651-259-5802  
<https://www.dnr.state.mn.us/>
  
- Ecological Services**  
MN Dept of Natural Resources  
1200 Warner Road  
763-200-2581  
<https://www.dnr.state.mn.us/>
  
- Board of Water & Soil Resources**  
651-296-6736  
<http://www.bwsr.state.mn.us/>
  
- U.S. Army Corps of Engineers**  
180 Fifth St East, Suite 700  
St. Paul, MN 55101  
651-290-5282  
<https://www.mvp.usace.army.mil/>
  
- Sunrise Watershed Management Organization**  
19511 E. Tri Oak Cir  
Wyoming, MN 55092  
763-434-9652  
[LAM3@ISD.net](mailto:LAM3@ISD.net)
  
- Upper Rum River Watershed Management Organization**  
19900 Nightingale St. NW  
Oak Grove MN 55011  
651-259-5755  
<http://www.urrwmo.org/>