



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

OFFICE USE ONLY
Date Submitted: _____
Total Fee Paid: _____
Escrow Application Submitted: _____

CONDITIONAL USE PERMIT (CUP) PROCESS & CHECKLIST

Application Fee: \$500 Escrow: \$1,000* Anoka Co. Filing Fee: \$55

*Consulting fees accrued from the City Engineer, City Attorney, etc will be taken from the escrow amount. The remaining escrow will be refunded after the project is finished and has met all of the conditions during final inspection. The application fee is non-refundable.

NAME OF PROJECT (if applicable): _____

PROJECT ADDRESS: _____ PRESENT ZONING: _____

LOCATION PID: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____

DESCRIPTION OF PROJECT: _____

<u>PROPERTY OWNER:</u>	<u>APPLICANT:</u>
NAME: _____	<input type="checkbox"/> SAME AS PROPERTY OWNER
PHONE: _____	NAME: _____
ADDRESS: _____	PHONE: _____
CITY/STATE/ZIP: _____	ADDRESS: _____
EMAIL: _____	CITY/STATE/ZIP: _____
	EMAIL: _____

I fully understand that I must meet with City Staff to review all submission requirements and conditions prior to official submission, and that all of the required information must be submitted at least thirty (30) days prior to the Planning/Zoning Commission and City Council scheduled meeting dates to ensure review by City Staff

Property Owner Signature

Date

Applicant Signature

Date

The application for a **CONDITIONAL USE PERMIT (CUP)** is processed in three separate review steps:

- 1) CITY STAFF
(Applicant is required to meet with City Staff **prior** to submittal of the application.)
- 2) PLANNING COMMISSION
(Public hearing and recommendation to the City Council)
- 3) CITY COUNCIL
(No public hearing required)

CONDITIONAL USES AND INTERIM USES.

PURPOSE - The purpose of a conditional use permit (CUP) and an interim use permit (IUP) is to authorize and regulate uses that are permitted by this chapter if certain conditions, having been designated by this chapter or by the city council, are met. The use shall comply with all standards of this chapter and any additional conditions, including conditions of operation, location, arrangement, and construction, as may be necessary to protect public health, safety, or welfare.

APPLICATION - Application for a CUP or IUP shall be made to the city on an official city application form. An application for a CUP or IUP shall be accompanied by a fee as set forth by the city council. Such application shall also include written and graphic materials fully explaining the proposed change, development, or use. The city may require that the applicant submit the following information before the application can be deemed complete:

The following information is required to be submitted in support of the CUP thirty (30) days prior to the scheduled Planning Commission meeting date:

- Completed application, fee(s)/escrow(s), location map, and narrative
- Legal description** of property (located on deed)
- Evidence of ownership or an interest in the property
- Principal land uses within 350 feet of the property
- Certification of Taxes Paid. Prior to approving an application for a CUP, the Applicant shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the CUP relates.
- Certificate of Survey, to scale, showing applicable existing and proposed conditions including property lines and dimensions, building location and setbacks, dimensions of building, curb cuts, driveways, access roads, parking, off-street loading areas, septic system, and well. Landscape plan drawn to scale showing applicable existing and proposed vegetation and plantings, plant schedule including information about the plant size, quantity, type and root condition, and groundcover; If the proposed CUP is located in the Shore land Overlay District, it is required to have the impervious area (hard surface) calculated and shown on the survey. This includes hard surface patios, driveways, houses, garages, etc. Properties in the Shore land District are required to have an impervious surface of no more than 25 percent (**3 copies – 11 x 17 – see handout on Survey/Site Plan for survey requirements**).

- Certificate of Survey identifying locations of wells and septic systems of neighboring properties
- Depending upon the proposed use of the property, the following are required: narrative describing the proposed use, operational information, purpose and justification of the request, any other pertinent information explaining the request to allow comprehensive City review. Include history of property use and any information regarding past city approvals (variances, CUPs, etc.)
- Wetland delineation report and soils report (if necessary)
- Any proposed improvements including, but not limited to, grading and drainage plan, soil conditions, access, parking, structure dimension, fencing, landscaping, signage
- Proposed architectural elevations and floor plans
- Review by Anoka County Transportation/Physical Development Department; a review letter to be included (if necessary)
- Review by Minnesota Department of Transportation (MNDOT); a review letter to be included (if necessary)
- Description of type of business or activity and proposed number of employees
- Required financial escrow, etc. (if necessary)
- Any other information City Staff may request

SUBMITTED SUBSEQUENT TO CITY COUNCIL APPROVAL

- CUP Agreement for signature if CUP is approved by City Council

Additional Notes

- The City Council meets on the first (1st) and third (3rd) Wednesday of the month.
- The Planning Commission meets on the fourth (4th) Tuesday of the month.
- Make sure you give yourself enough time to receive approvals from all reviewing agencies.
- If the CUP takes place on a wetland, than you may have to fill out the Joint Application Form for Activities Affecting Water Resources in Minnesota

PLANNING COMMISSION MEETING DATES IN 2017

Applications and supporting documents must be submitted 30 days prior to the Planning Commission meeting.

January 24	July 25
February 28	August 22
March 28	September 26
April 25	October 24
May 23	November 28
June 27	December 19

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.

<p><u>CITY</u></p> <p><input type="checkbox"/> Mark Vierling, City Attorney 1809 Northwestern Ave. S. Stillwater, MN 55082 Tel (651) 967-7344 MVierling@eckbergglammers.com</p> <p><input type="checkbox"/> Hakanson Anderson 3601 Thurston Ave. Anoka, MN 55303 Phone: 763-427-5860 craigj@haa-inc.com</p>	<p><u>HIGHWAY/TRANSPORTATION</u></p> <p><input type="checkbox"/> Anoka County, Public Services Division, Highway Department Attn: Jane Rose, Traffic Engineering Manager 1440 Bunker Lake Blvd. Andover, MN 55304-4005 Phone: 763-862-4231 jane.rose@co.anoka.mn.us</p> <p><input type="checkbox"/> MN Department of Transportation-Metro Division, Waters Edge Attn: Development Review Coordinator 1500 West County Road B-2 Roseville, MN 55113-3174 Phone: 651-234-7500 www.dot.state.mn.us</p>
---	---

<p><u>JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)</u></p>	
<p><input type="checkbox"/> Anoka Conservation District Attn: Becky Wozney 1318 McKay Dr NE, Ste 300 Ham Lake, MN 55304 Tel (763) 434-2030, ext. 14 becky.wozney@anokaswcd.org</p> <p><input type="checkbox"/> MN Dept of Natural Resources Attn: Area Hydrologist 1200 Warner Road St. Paul, MN 55106-6796 Phone: 651-259-5802</p> <p><input type="checkbox"/> MN Dept of Natural Resources Attn: Ecological Services 1200 Warner Road St. Paul, MN 55106-6796 Phone: 651-259-5755</p> <p><input type="checkbox"/> Watershed Management Organization – Upper Rum River Attn: Calvin Bahr Phone: 612-306-1483 ckbahr@q.com</p>	<p><input type="checkbox"/> Dennis Rodacker Board of Water & Soil Resources Phone: 651-296-6736 dennis.rodacker@state.mn.us</p> <p><input type="checkbox"/> U.S. Army Corps of Engineers Attn: Rachel A Nuetzel 180 Fifth St East, Ste 700 St. Paul, MN 55101 Phone: 651-290-5282 rachel.a.nuetzel@usace.army.mil</p> <p><input type="checkbox"/> Sunrise Watershed Management Organization Attn: Leon Mager, Vice Chair 19511 E. Tri Oak Cir Wyoming, MN 55092 Phone: 763-434-9652 LAM3@ISD.net</p>