



2241 221<sup>st</sup> 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: \_\_\_\_\_

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

# 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, Grading Permit, Planned Unit Development Amendment, Variance, Zoning Text Amendment	\$500
Interim Use Permit/Amendment	\$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.

The Escrow must be paid along with any other fees 15 days prior to the Planning Commission meeting that is the matter is scheduled to be addressed.

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

Community Development Director: \_\_\_\_\_ Date: \_\_\_\_\_

***East Bethel Community Development***

2241 221<sup>st</sup> Ave NE | East Bethel, MN 55011

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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 (4<sup>th</sup>) 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

## 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><b><u>CITY</u></b></p> <p><input type="checkbox"/> Mark Vierling, City Attorney 1809 Northwestern Ave. S. Stillwater, MN 55082 Tel (651) 967-7344 <a href="mailto:MVierling@eckbergglammers.com">MVierling@eckbergglammers.com</a></p> <p><input type="checkbox"/> Hakanson Anderson 3601 Thurston Ave. Anoka, MN 55303 Phone: 763-427-5860 <a href="mailto:craigjj@haa-inc.com">craigjj@haa-inc.com</a></p>	<p><b><u>HIGHWAY/TRANSPORTATION</u></b></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 <a href="mailto:jane.rose@co.anoka.mn.us">jane.rose@co.anoka.mn.us</a></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 <a href="http://www.dot.state.mn.us">www.dot.state.mn.us</a></p>
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<p><b><u>JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)</u></b></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 <a href="mailto:becky.wozney@anokaswcd.org">becky.wozney@anokaswcd.org</a></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 <a href="mailto:ckbahr@q.com">ckbahr@q.com</a></p>	<p><input type="checkbox"/> Dennis Rodacker Board of Water &amp; Soil Resources Phone: 651-296-6736 <a href="mailto:dennis.rodacker@state.mn.us">dennis.rodacker@state.mn.us</a></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 <a href="mailto:rachel.a.nuetzel@usace.army.mil">rachel.a.nuetzel@usace.army.mil</a></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 <a href="mailto:LAM3@ISD.net">LAM3@ISD.net</a></p>

# CUP Application Procedure

Applicant Copy

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

- Application Fee: \$500 \_\_\_ Paid      Filing Fee: \$55 \_\_\_ Paid      Escrow: \$1,000 \_\_\_ Paid
- The application and payments must be submitted 30 days prior to the Planning Commission meeting.
- Once the application is submitted and everything is paid for, you have 15 days to submit any supporting documentation like photographs, reports, business plans, etc.
- Planning Commission      **Date:** \_\_\_\_\_
  - Public Hearing Notice will be sent to the newspaper 2 weeks prior to the Planning Commission meeting by City Staff.
  - Public Hearing Notices will be mailed out to the surrounding properties 10 days prior to the Planning Commission meeting by City Staff.
  - The Planning Commission will review the application and approve/deny it. They may add additional conditions.
- City Council      **Date:** \_\_\_\_\_
  - If the Planning Commission passes the CUP, City Council will review the CUP within the next two meetings.
  - There need not be a public hearing for the City Council review.
  - City Council will approve/deny the application. They may add additional conditions.
- CUP Agreement will be written up      **CUP-**\_\_\_\_ - \_\_\_\_\_
  - Please note: A date by which you will need to be in compliance of the conditions set forth will be stated in the CONDITIONS paragraph.
  - The applicant and all required City Staff will sign the document
  - The applicant gets a copy, not the original.
- The CUP is filed through Anoka County by City Staff.
- A site inspection must be completed to ensure that you have met all of the CONDITIONS set forth in the CUP by the date specified. Call (763) 367-7844 to schedule inspection.  
**Date that CONDITIONS must be met by and inspection completed:** \_\_\_\_\_
- The escrow is then paid back to the person who paid for the escrow.

# Planning Commission Deadlines for 2018

Application Deadline (30 days prior to PC meeting)	Planning Commission Meeting	60 days from App Deadline	120 days from App Deadline
		City Council must act by this date or city must file for an extension	City Council must act by this date
		These dates are if they submitted the application on the application deadline. Please watch for early submittals.	
December 24, 2017	<b>January 23, 2018</b>	February 22, 2018	April 23, 2018
January 28, 2018	<b>February 27, 2018</b>	March 29, 2018	May 28, 2018
February 25, 2018	<b>March 27, 2018</b>	April 26, 2018	June 25, 2018
March 25, 2018	<b>April 24, 2018</b>	May 24, 2018	July 23, 2018
April 22, 2018	<b>May 22, 2018</b>	June 21, 2018	August 20, 2018
May 27, 2018	<b>June 26, 2018</b>	July 26, 2018	September 24, 2018
June 24, 2018	<b>July 24, 2018</b>	August 23, 2018	October 22, 2018
July 29, 2018	<b>August 28, 2018</b>	September 27, 2018	November 26, 2018
August 26, 2018	<b>September 25, 2018</b>	October 25, 2018	December 24, 2018
September 23, 2018	<b>October 23, 2018</b>	November 22, 2018	January 21, 2019
October 28, 2018	<b>November 27, 2018</b>	December 27, 2018	February 25, 2019
November 18, 2018	<b>December 18, 2018</b>	January 17, 2019	March 18, 2019

Planning Commission meetings are held on the 4<sup>th</sup> Tuesday of the month.

City Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month.