



**CITY OF MAPLE GROVE**  
 12800 ARBOR LAKES PARKWAY  
 P. O. BOX 1180  
 MAPLE GROVE MN 55311-6180  
 763-494-6040

Office Use Only:
CASE # _____
PLANNER: _____

**CONDITIONAL USE PERMIT APPLICATION**

Project Name: \_\_\_\_\_

Application is hereby made for a Conditional Use Permit in a(n) \_\_\_\_\_ zone district for the purpose of:

\_\_\_\_\_

OWNER: \_\_\_\_\_

CONTACT NAME (PRINT): \_\_\_\_\_

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

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

FAX: \_\_\_\_\_

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

E-MAIL: \_\_\_\_\_

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

CONTACT NAME (PRINT): \_\_\_\_\_

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

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

FAX: \_\_\_\_\_

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

E-MAIL: \_\_\_\_\_

The following information is submitted in support of the application as described on the attached "Conditional Use Permit Procedures":

- \_\_\_\_ 1) Completed Application for Conditional Use Permit
- \_\_\_\_ 2) Application Fee of \$300
- \_\_\_\_ 3) Legal description of property
- \_\_\_\_ 4) Acknowledgement of Responsibility form completed
- \_\_\_\_ 5) Affirmation of Sufficient Interest form completed
- \_\_\_\_ 6) Names and addresses of property owners within 500' of property, certified by the Auditor of Hennepin County (Mail attached letter to Jim Holan - Hennepin County)
- \_\_\_\_ 7) Dependent on the proposed use of the property, the following is required
  - \_\_\_\_ a) Narrative describing the proposed use, operational information, purpose and justification of the request and any other pertinent information explaining the request to allow a comprehensive City review
  - \_\_\_\_ b) 15 FOLDED copies of all scaled drawings and other pertinent documents
  - \_\_\_\_ c) Additional information as required by Staff
- \_\_\_\_ 8) One set (8½" x 11") paper copies of all documents listed in #7b above

\*The 2010 rate for trunk sewer and water connection charges for commercial, industrial and institutional properties are \$11,085 per acre for all 1000 and 2000 district designations, and \$10,490 per acre for all other districts. SAC - \$2,100/unit. These fees must be paid before a final building inspection can be performed. Please contact Becky Roy at 763-494-6062 if you have questions.

I fully understand that all of the above required information must be submitted at least 28 days prior to a Planning Commission meeting to ensure review by the Planning Commission on that date.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by City staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the City upon demand, expenses, determined by the City, that the City incurs in reviewing this application and shall provide an escrow deposit to the City in an amount to be determined by the City. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by City personnel to the property for purposed of review of my application and to erect a temporary sign indicating the application proposed.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of applicant \_\_\_\_\_ Phone \_\_\_\_\_  
(Please Print)

Name and address of Contact (if other than applicant) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Date**

**AFFIRMATION OF SUFFICIENT INTEREST**

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of applicant \_\_\_\_\_  
(Please Print)

Street address/legal description of subject property \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**If you are not the fee owner**, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

**If a corporation is fee title holder**, attach a copy of the resolution of the Board of Directors authorizing this action.

**If a joint venture or partnership is the fee owner**, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

**APPLICANT - To receive names & addresses of property owners within 500' of the applicant address, please mail a copy of this letter with a check for \$25.00 to the Hennepin County Government Center. If you have any questions on ordering labels - call John Bengtson at 612-348-5910.**

Date: \_\_\_\_\_

Mr. Dave Peterson  
Property Identification Supervisor  
Taxpayer Services Dept.  
A-600 Government Center  
Minneapolis, MN 55487-0060

Dear Mr. Peterson:

Please prepare a certified list of the names and addresses of the owners of all properties located within **500 feet** of the following property:

Street Address \_\_\_\_\_

\_\_\_\_\_

Legal Description \_\_\_\_\_

\_\_\_\_\_

I understand the fee will be \$1.25 per parcel/\$25.00 minimum. You may notify me if the fee is more than \$25.00 for this service at \_\_\_\_\_.

(Applicant's Name & Daytime Phone Number)

Mail a copy of this letter and a check for **\$25.00 made payable to Hennepin County Treasurer, mail check to:**

Mr. Dave Peterson  
Property Identification Supervisor  
Taxpayer Services Dept.  
A-600 Government Center  
Minneapolis, MN 55487-0060

Hennepin County: After receiving payment for the list, please mail labels to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sincerely,

\_\_\_\_\_

(Name of Applicant)



**CITY OF MAPLE GROVE  
12800 ARBOR LAKES PARKWAY, P. O. BOX 1180  
MAPLE GROVE MN 55311-6180  
763-494-6040**

---

## **CONDITIONAL USE PERMIT PROCEDURES**

### **By Applicant**

- Submit all filing requirements to the Community Development Department **28 days prior** to the regular Planning Commission meeting at which the public hearing is to be held.

**All required information must be received before the application will be placed on a Planning Commission meeting agenda.** Conditional Use Permits are valid for one year from date of City Council approval.

### **General Filing Requirements**

1. Completed Conditional Use Permit application
2. Cash fee of \$300.00
3. Legal description of the property
4. Acknowledgement of Responsibility form completed
5. Affirmation of Sufficient Interest form completed
6. Names and addresses of property owners within 500 feet of the property, certified by the County Auditor of Hennepin County
7. Dependent on the proposed use of the property, the following are required:
  - a. 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
  - b. 15 **folded** copies of all scaled drawings and other pertinent documents indicating:
    1. Existing conditions on the site
    2. Any improvements proposed including but not limited to gradings, access, structure dimension, fencing, landscaping
8. One set (8½" X 11") of paper copies of all documents listed in #7b above.

### **By City Staff**

- Public hearing notice published at least 10 days before the Planning Commission meeting at which time the item will be heard. Notice sent to area owners within a radius of 500 feet.
- Conditional Use Permit request placed on Planning Commission agenda for a public hearing. Either approval or denial is recommended by the Community Development department.
- Review and report by the Community Development department forwarded to the Planning Commission at least 3 days prior to the hearing; copy sent to applicant.
- Planning Commission holds public hearing and recommends approval **OR** denial to City Council.
- Conditional Use Permit request placed on City Council agenda with staff report and recommendations and Planning Commission recommendations noted.
- Council acts on request, approving, denying **OR** referring back to Planning Commission.

## DIVISION 4.

### CONDITIONAL USE PERMIT, COMPREHENSIVE PLAN AND ZONING AMENDMENTS

#### **Sec. 36-101. Procedure for review and approval.**

- (a) Requests for comprehensive plan, zoning amendments or conditional use permits, as provided in this chapter, shall be filed with the zoning administrator on an official form prescribed by the city. In addition to the information required by the application form the following shall be provided.
- (1) Such application shall be accompanied by a nonrefundable fee and any surety, escrow, or deposit as provided for by the city council as set forth in chapter 16, article XI.
  - (2) Such application shall also be accompanied by ten copies of detailed written and graphic materials fully explaining the proposed change, development, or use a site plan as required by section 36-9 and a list obtained from and certified by the county, of property owners located within 500 feet of the boundary of the subject property.
  - (3) The request shall be placed on the agenda of a planning commission meeting occurring after the date of submission. The request shall be considered as being officially submitted when all the information requirements are complied with.
- (b) The zoning administrator, upon receipt of the application, shall set a public hearing with the required notice for the next available meeting of the planning commission.
- (1) The planning commission shall conduct the hearing, and report its findings and make recommendations to the city council.
  - (2) Notice of the hearing shall consist of the property identification number and street address or common description, a description of the request and a map detailing the property location, and shall be published in the official newspaper at least ten days prior to the hearing, and written notification of the hearing shall be mailed at least ten days prior to all owners of land within 500 feet of the boundary of the property in question.
- (c) Failure of a property owner to receive the notice shall not invalidate any such proceedings as set forth within this chapter.
- (d) After the public hearing has been set, the city administrator shall instruct the appropriate staff persons to prepare technical reports where appropriate, and provide general assistance in preparing a recommendation on the action to the city council.
- (e) The planning commission shall consider possible adverse effects of the proposed amendment or conditional use. Its judgment shall be based upon, but not be limited to, the following factors:
- (1) The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official comprehensive land use plan, including, but not limited to, article VII, division 5, of this chapter.
  - (2) The proposed use is or will be compatible with present and future land uses of the area.
  - (3) The proposed use conforms with all performance standards contained in this chapter.
  - (4) The proposed use will not tend to or actually depreciate the area in which it is proposed.
  - (5) The proposed use can be accommodated with existing public services and will not

overburden the city's service capacity.

(f) The planning commission and city staff shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning operational factors, such information to be declared necessary to establish performance conditions in relation to all pertinent sections of this chapter.

(g) The applicant or a representative thereof shall appear before the planning commission in order to answer questions concerning the proposed variance request.

(h) The planning commission shall make findings of fact and recommend such actions or conditions relating to the request as it deems necessary to carry out the intent and purpose of this chapter. Such recommendation shall be in writing and be accompanied by the report and recommendation of the city staff.

(i) The city council shall not grant a conditional use permit or adopt a zoning ordinance amendment until it has received a report and recommendation from the planning commission and the city staff.

(j) Upon receiving the report and recommendation of the planning commission and the city staff, the city council shall place the report and recommendation on the agenda for the next regular meeting. Such reports and recommendations shall be entered in and made part of the permanent written record of the city council meeting.

(k) Upon receiving the report and recommendation of the planning commission and the city staff, the city council shall have the option to set and hold a public hearing if deemed necessary and shall make recorded findings of fact and may, in the case of a conditional use permit, impose any condition it considers necessary to protect the public health, safety and welfare.

(l) If, upon receiving the reports and recommendations of the planning commission and city staff, the city council finds that specific inconsistencies exist in the review process and thus the final action of the city council will differ from the recommendation of the planning commission, the city council may, before taking final action, refer the matter back to the planning commission for further consideration. The city council shall provide the planning commission with a written statement detailing the specific reasons for referral.

(m) Approval of a request.

(1) Zoning ordinance amendments shall require a majority vote of the city council, except that approval of a zoning ordinance map amendment changing land from a residential category to business or industrial shall require a two-thirds vote of all members of the city council.

(2) Approval of conditional use permits and comprehensive plan amendments shall require a two-thirds vote of all members of the city council.

(n) An amendment shall not become effective until such time as the city council approves an ordinance reflecting the amendment and after the ordinance is published in the official newspaper.

(o) The zoning administrator shall notify the applicant in writing of the council's decision.

(p) Whenever an application for an amendment or conditional use permit has been considered and denied by the city council, a similar application for the amendment or conditional use permit affecting substantially the same property shall not be considered again by the planning commission or city council for at least six months from the date of its denial, and a subsequent application affecting substantially the same property shall likewise not be considered again by the planning commission or city council.

council for an additional six months from the date of the second denial unless a decision to reconsider such matter is made by not less than four-fifths vote of the full city council.  
(Code 1984, § 375:120(1); Ord. No. 03-21, § 1, 7-21-2003)

**Sec. 36-102. Initiation of amendments.**

The city council or planning commission may, upon their own motion, initiate a request to amend the text of this chapter or the district boundaries. Any person owning real estate within the city may initiate a request to amend the district boundaries or text of this chapter so as to affect such real estate.  
(Code 1984, § 375:120(2))

**Sec. 36-103. Conditional use permits.**

(a) *Purpose.* The purpose of a conditional use permit is to provide the city with a reasonable degree of discretion in determining the suitability of certain designated uses upon the general welfare, public health and safety. In making this determination, whether or not the conditional use is to be allowed, the city may consider the nature of the adjoining land or buildings, whether or not a similar use is already in existence and located on the same premises or on other lands immediately close by, the effect upon traffic into and from the premises, or on any adjoining roads, and all other or further factors as the city shall deem a prerequisite of consideration in determining the effect of the use on the general welfare, public health and safety.

(b) *Required information.* The information required for all conditional use permit applications shall generally consist of a site development plan which shall conform with the site plan review standards of article II, division 3 of this chapter.

(c) *Lapse of permit by nonuse.*

- (1) Whenever, within one year after granting a conditional use permit, the use as permitted by the permit shall not have been completed or utilized, then such permit shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the city council.
- (2) Such extension shall be requested in writing and filed with the zoning administrator at least 30 days before the expiration of the original conditional use permit. There shall be no charge for the filing of such petition.
- (3) The request for extension shall state facts showing a good faith attempt to complete or utilize the use permitted in the conditional use permit.
- (4) Such petition shall be presented to the planning commission for a recommendation and to the city council for a decision.

(d) *Site improvement performance agreement and surety.*

- (1) Upon city council approval of a conditional use and prior to the issuance of building permits or initiation of work on the proposed improvement or development, the developer shall execute a performance agreement setting out site improvement items and terms of completion of such items. The performance agreement and any surety required therein must be approved by the city attorney.
- (2) Any surety required by the performance agreement shall be non-cancellable and shall guarantee conformance and compliance with the conditions of the site plan approval, the performance agreement and the ordinances of the city.
- (3) The city shall hold the surety for such period of time as set forth in the performance

agreement.

- a. The surety may only be released by the city council.
- b. Periodically, the amount of the surety may be reduced by the city council.
- c. Reduction and release actions will only be initiated after proper request has been made by the developer.

(4) Failure to comply with the conditions of the conditional use permit approval, the performance agreement or the ordinances of the city shall result in forfeiture of the surety to the extent necessary to achieve the project's total compliance with the conditional use permit.

(e) *Permitted conditional use.* Where a present use lawfully existed on November 18, 1976, has continued uninterrupted since then, and is classified as a permitted conditional use by this chapter in the district in which the use is located, then a conditional use permit for such use shall be deemed to have been granted therefor.

(Code 1984, § 375:120(3))

**Secs. 36-104--36-120. Reserved.**

## CITY OF MAPLE GROVE 2012 PLANNING COMMISSION SUBMISSION DATES

Submission Deadline (DATE is FIRM)	Planning Commission Meeting Dates	City Council Meeting Dates	Osseo-MG Press PH Notice Deadline	Residential Mailing Deadline
December 12, 2011 *Tues., January 3, 2012	January 9, 2012 January 30, 2012	*Tues., January 17, 2012 February 6, 2012	December 20, 2011 January 12, 2012	December 30, 2011 January 20, 2012
*Tues., January 17, 2012 January 30, 2012	February 13, 2012 February 27, 2012	*Tues., February 21, 2012 March 5, 2012	January 26, 2012 February 9, 2012	February 3, 2012 February 17, 2012
February 13, 2012 February 27, 2012	March 12, 2012 March 26, 2012	March 19, 2012 April 2, 2012	February 23, 2012 March 8, 2012	March 2, 2012 March 16, 2012
March 12, 2012 April 2, 2012	April 9, 2012 April 30, 2012	April 16, 2012 May 7, 2012	March 22, 2012 April 12, 2012	March 30, 2012 April 20, 2012
April 16, 2012 April 30, 2012	May 14, 2012 *Tues., May 29, 2012	May 21, 2012 June 4, 2012	April 26, 2012 May 10, 2012	May 4, 2012 May 18, 2012
May 14, 2012 *Tues., May 29, 2012	June 11, 2012 June 25, 2012	June 18, 2012 July 2, 2012	May 24, 2012 June 7, 2012	June 1, 2012 June 15, 2012
June 11, 2012 July 2, 2012	July 9, 2012 July 30, 2012	July 16, 2012 August 6, 2012	June 21, 2012 July 12, 2012	June 29, 2012 July 20, 2012
July 16, 2012 July 30, 2012	August 13, 2012 August 27, 2012	August 20, 2012 *Tues., Sept. 4, 2012	July 26, 2012 August 9, 2012	August 3, 2012 August 17, 2012
August 13, 2012 August 27, 2012	September 10, 2012 September 24, 2012	September 17, 2012 October 1, 2012	August 23, 2012 September 6, 2012	August 31, 2012 September 14, 2012
September 10, 2012 October 1, 2012	October 8, 2012 October 29, 2012	October 15, 2012 November 5, 2012	September 20, 2012 October 11, 2012	September 28, 2012 October 19, 2012
October 15, 2012 October 29, 2012	*Tues., Nov. 13, 2012 November 26, 2012	November 19, 2012 December 3, 2012	October 25, 2012 November 8, 2012	November 2, 2012 November 16, 2012
*Tues., Nov. 13, 2012	December 10, 2012	December 17, 2012	November 20, 2012	November 30, 2012

Planning Commission meetings are held on the 2nd and last Mondays of the month at **7:00 p.m.** unless a holiday falls on a Monday, then it would be held on the following Tuesday. After the Planning Commission makes its recommendation, (unless it is tabled) the item will be scheduled on the next available City Council meeting for their action.