



CONDITIONAL USE PERMIT SUBMITTAL INSTRUCTIONS

Uses defined as “conditional uses” in the Savage Zoning Ordinance may be granted by the City Council following a public hearing and recommendation by the Planning Commission. The purpose of a conditional use permit is to allow uses that are generally not allowed by the Zoning Ordinance to be reviewed because of their unique characteristics. The proposed use requires special consideration with respect to the objectives of the Comprehensive Plan and with respect to the surrounding properties. The City Council may establish any reasonable conditions of approval that are deemed necessary to mitigate adverse impacts associated with the conditional use and to protect neighboring properties.

The City Council shall make each of the following findings before granting a conditional use permit:

- The conditional use will not be detrimental to or endanger the public health, safety, comfort, convenience or general welfare.
- The conditional use will not be injurious to the use and enjoyment of other property in the vicinity and will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area.
- The conditional use will not impose hazards or disturbing influences on neighboring properties.
- The conditional use will not substantially diminish the value of neighboring properties.
- The site is served adequately by essential public facilities and services, including utilities, access roads, drainage, police and fire protection and schools or will be served adequately as a result of improvements proposed as part of the conditional use.
- Adequate measures have been or will be taken to minimize traffic congestion in the public streets and to provide for adequate on-site circulation of traffic.
- The conditional use is consistent with the applicable policies and recommendations of the City’s Comprehensive Plan or other adopted land use studies.
- The conditional use, in all other respects, conforms to the applicable regulations of the district in which it is located.

SUBMITTAL REQUIREMENTS

The following information is required for all conditional use permit applications unless specifically waived by the Planning Department:

1. Complete application signed by property fee owners, required filing fee and escrow if required.
2. Abstractor's certified property certificate showing the names and addresses of property owners within 350 feet of the outer boundaries of the subject (one copy). For an additional fee, the City can provide the certified list of property owners if a written request is made to the Community Development Department at least 10 days in advance of the submittal date.
3. One (11"x 17") reduced copy and two full size copies drawn to scale of the following exhibits:
 - A. Current certificate of survey depicting buildings, structures and other improvements, prepared and signed by a Minnesota licensed land surveyor, depicting the following information:
 - Scale of plan (engineer scale only at 1" = 50' or less)
 - North arrow
 - Existing boundaries with lot dimensions and area
 - Existing site improvements
 - All encroachments
 - Easements of record
 - Legal description of property
 - Ponds, lakes, springs, rivers or other waterways bordering on or running through subject property
 - B. Site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
 - Name and address of developer/owner
 - Name and address of engineer/architect/designer
 - Date of plan preparation
 - Name of project or development
 - All proposed improvements, including:
 - Required and proposed setbacks
 - Location, setback and dimensions of all proposed buildings and structures
 - Location of all adjacent buildings located within 100 feet of the exterior boundaries of the property in question
 - Location, number and dimensions of proposed parking spaces, drive aisles and loading spaces if applicable
 - Location, width and setbacks of all curb cuts and driveways
 - Vehicular circulation
 - Sidewalks, walkways and trails
 - Location and type of all proposed lighting
 - Location of rooftop equipment and proposed screening
 - Provisions for storage and disposal of waste, garbage and recyclables including details for screening exterior trash/recycling enclosures
 - C. Grading/storm water drainage plan, utilizing a copy of the current certificate of survey as a base for the subject site, prepared and signed by a Minnesota licensed engineer, depicting the following:

- ❑ Existing contours at two (2) foot intervals
- ❑ Proposed grade elevations of two (2) foot maximum intervals
- ❑ Drainage plan, including the configuration of drainage areas and calculations
- ❑ Storm sewer, catch basins, invert elevations, type of castings and type of materials
- ❑ Spot elevations
- ❑ Proposed drainage grades
- ❑ Surface water ponding and treatment areas
- ❑ Erosion control measures

D. Landscaping plan, utilizing a copy of the current certificate of survey as a base for the subject site, depicting the following:

- ❑ Planting schedule (table) containing:
 - Symbols
 - Quantities
 - Common names
 - Sizes of plant materials
- ❑ Location, type and size of all existing significant trees to be removed or preserved including proposed grading
- ❑ Planting detail
- ❑ Typical sections with details of fences and berms
- ❑ Typical section with details of landscape islands, planter beds and foundation plantings
- ❑ Note indicating how disturbed soil areas will be restored through the use of sodding, seeding or other techniques
- ❑ Coverage plan for irrigation system if applicable

E. Other plans and information as required by the Zoning Administrator including, but not limited to:

- ❑ Architectural elevations of all principal and accessory building
- ❑ Type, location and size (area and height) of all proposed signage
- ❑ Sound source control plan
- ❑ Lighting plan
- ❑ Fire protection plan
- ❑ Typical floor plan drawn to scale with a summary of square footage for each use or activity

4. Narrative. Written narrative must be provided that fully describes the proposed development.

REVIEW PROCESS

1. Applicant completes application form, submits required exhibits, and pays filing fee 35 days prior to Planning Commission meeting.
2. All applications are reviewed by the Development Review Committee (DRC) and applicant is notified in writing by mail, e-mail or fax within 10 calendar days after submittal for completeness.
3. City Clerk schedules the public hearing, mails notice of the hearing to all property

owners within 350 feet of the property, and publishes notice of the hearing in the official municipal newspaper.

4. Staff report prepared recommending either approval, approval with modifications or denial and forwarded to Planning Commission at least 3 days prior to hearing; copy sent to applicant.
5. Planning Commission holds public hearing and makes recommendation to the City Council.
6. City Council either approves or denies the application and may stipulate such conditions of approval as deemed necessary to protect the public interest.

NOTES TO APPLICANT

1. All submittals must be filed with the Planning Department no later than 35 days prior to date of hearing.
2. Planning Commission meetings are held on the Thursdays following the City Council meetings. City Council meets on the first and third Mondays of each month. All meetings are held at 7:00 p.m. in the Council Chambers of City Hall.
3. Notices of public hearings are published in the local newspaper on Saturdays. State law requires notices to be published 10 days prior to date of public hearing. If approved the City Council shall adopt the appropriate resolution granting the conditional use permit.
4. Approval of a conditional use permit does not constitute permission to initiate building construction. A separate building permit is required for all new buildings.
5. Failure to comply with any condition set forth as part of conditional use permit approval shall constitute a violation of the Zoning Ordinance and is subject to enforcement proceedings. Continued non-compliance shall also constitute grounds for revocation of the conditional use permit, as determined by the City Council following a public hearing on the matter.
6. If substantial development or construction has not taken place within one (1) year of the date of approval of a conditional use permit, such permit shall be considered void unless a petition for a time extension has been granted by the City Council. Such extension request shall be submitted in writing at least thirty (30) days prior to expiration of the conditional use permit and shall state facts showing a good faith effort to complete work permitted under the original approval.
7. Where a conditional use has been established and is discontinued for any reason for a period of one (1) year or longer, or where a conditional use has been changed to a permitted use or to any other conditional use, the conditional use permit shall be deemed to be abandoned.