



CONDITIONAL USE PERMIT APPLICATION CHECKLIST

Planning Department | City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2650

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 applicant, property fee owner(s) and required filing fee.
2. 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, rivers, or other waterways bordering 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
 - Flood plain information
 - Fire protection plan
 - Typical floor plan drawn to scale with a summary of square footage for each use or activity
3. Narrative. Written narrative must be provided that fully describes the proposed project.

REVIEW PROCESS

1. Applicant completes application form, submits required exhibits, and pays filing fee by land use application submittal deadline.
2. All applications and plans are reviewed by the Development Review Committee (DRC) and applicant is notified in writing by mail within 15 calendar days after submittal is complete.

3. Staff 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 is 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 approves or denies the application and if approved, includes conditions of approval as deemed necessary to protect the public interest. Copy of resolution is emailed to applicant.

NOTES TO APPLICANT

1. Application submittal must be filed with the Planning Department by noon on deadline date.
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.



CONDITIONAL USE PERMIT APPLICATION

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PROPERTY INFORMATION

Site Address:

Property Identification Number(s):

Legal Description:

Total Acreage:

Zoning:

Future Land Use Designation:

Flood Zone:

PROPERTY FEE OWNER INFORMATION

Property Fee Owner(s):

Mailing Address:

City:

State:

Zip:

Email:

Phone:

APPLICANT INFORMATION

Applicant:

Mailing Address:

City:

State:

Zip:

Contact Person:

Office Phone:

Cell Phone:

Email:

Description of Request:

ENGINEER INFORMATION

Company Name:		
Mailing Address:		
City:	State:	Zip:
Contact Person:	Office Phone:	
Cell Phone:	Email:	

SURVEYOR INFORMATION

Company Name:		
Mailing Address:		
Contact Person:	State:	Zip:
Cell Phone:	Email:	

ACKNOWLEDGEMENT OF RESPONSIBILITY

By signing below, I certify that I am responsible for complying with all City Code requirements and the laws of the State of Minnesota with regard to this request. I certify the information I have supplied is true and correct to the best of my knowledge and my application submittal is complete. I further understand that additional information may be required for analysis of this request and I agree that any additional costs incurred by the City will be my responsibility.

Applicant Signature(s):	Date:
Property Owner Signature(s):	Date:

NOTES	FEES	
	Application Fee - Residential Property:	\$450.00
	Application Fee - All Other Property:	\$650.00
	Escrow Deposit*:	
	Total Amount Due:	

*A Review Escrow Deposit Agreement may be required to reimburse costs the City for additional costs incurred by the City during the review process. The agreement must be executed and submitted for your application to be considered complete.

FOR CITY USE ONLY

PROJECT NUMBER:	
DATE APPLICATION & FEE RECEIVED:	
60-DAY REVIEW DATE:	
PLANNING COMMISSION MEETING DATE:	
CITY COUNCIL MEETING DATE:	
COUNCIL RESOLUTION NUMBER:	