



## CONDITIONAL USE PERMIT PROCEDURES AND APPLICATION REQUIREMENTS

### CITY REVIEW PROCEDURE

1. Applicant reviews proposal with City Planner before plans are finalized.
2. Applicant submits application and submission documents to City.
3. Planner prepares written review of application for Planning Commission and City Council (City Attorney, Engineer, Building Inspector and Fire Chief) may also prepare reviews depending upon issues involved in application.
4. Planning Commission holds public hearing, reviews proposal and makes recommendation to City Council.
5. City Council conducts additional hearings (optional), reviews application and takes action.
6. City Staff processes Conditional Use Permit.

### CERTIFIED LAND SURVEY AND SITE PLAN REQUIREMENTS

The City of Arden Hills requires the submittal of a certified land survey and site plan(s) for all development projects in the City. The City requires a completed Land Use Application, Project Narrative, and **five (5)** large-scale copies plus **thirty (30) 11"x17"** reductions **Z-folded**, and one electronic copy in PDF format. True and accurate representation of the following requirements is the responsibility of the applicant. In all cases, the survey and site plan shall contain:

Complete	Incomplete	N/A	<u>Survey Information</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North point and graphic scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benchmark Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of Survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of surveyor and registration number
 <u>Written Statement</u>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of Project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of project and assigned site address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of owner/developer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A separate statement describing the intended use of the property and why the City should approve the request, specifically addressing the criteria in Section 1355.04 Subd 3 Paragraph B of the City's Zoning Code.
 <u>Site/Building Plan Information</u>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan. Existing and proposed layout of property lines, lots, blocks, parcels, streets, and boundary lines of project site including dimensions at a scale of not less than (1) inch to fifty (50) feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, right-of-way width, dimensions and names of existing or dedicated streets or other public lands, permanent buildings and structures, easements, section and corporate lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed principal building location(s), dimensions and setbacks.

- Minimum front, side and rear yard setback lines.
- Calculation of existing and proposed pervious/hard coverage broken down by: buildings; parking lot and driveways; walkways and patios; pools and decorative ponds.
- Existing and proposed driveway, curb and sidewalk locations.
- Fences and retaining walls.

**Environmental Information:**

- Shoreland boundary (including official OHW elevation)
- Wetland boundary (including a copy of the delineation report)
- Floodplain/floodfringe boundary including elevations at building and lot corners  
NOTE: The lowest floor elevation (including basement) must be included.

**Easement Information:**

- Private and public easement locations and dimensions.
- Utilities and rights-of-way easements including man-hole elevations, pipe elevations and sizes.

**Utilities and Infrastructure Information:**

- Utilities plan – sizes and locations:
  - \_\_\_\_\_ Sanitary sewer
  - \_\_\_\_\_ Water main
  - \_\_\_\_\_ Natural gas load
  - \_\_\_\_\_ Electrical load
  - \_\_\_\_\_ Storm sewer design, catch basin inverts and locations, NURP pond dimensions.  
Please include drainage calculations.
  - \_\_\_\_\_ Surface water collection and conveyance features including arrows indicating the direction of surface water flow over the map of proposed contours.
  - \_\_\_\_\_ Surface water ponds, drainage ditches and wetlands.
- Streets – Dimensions
  - \_\_\_\_\_ Right of Way
  - \_\_\_\_\_ Existing Street
  - \_\_\_\_\_ Proposed Street

**Other Considerations:**

- Submittal of proposed exterior finish materials.
- Parkland dedication.
- Parking lot dimensions, square footage of parking lot islands, access drive locations, typical stall dimensions and handicapped stall locations.
- On-site signage including size, materials, location, color, etc.
- Photographs showing the location of the proposal and its relationship to the site and existing buildings.
- Pedestrian circulation system.

**Lighting plan.**

**Tree Survey and Landscaping Plan**

- \_\_\_\_\_ Location, size and species of all existing significant trees
- \_\_\_\_\_ Location, size and species of all proposed plant materials
- \_\_\_\_\_ Square footage of perennial/shrubbery planting areas