

CONDITIONAL USE PERMIT APPLICATION

Application Fee: \$300

Escrow (*residential*): \$500

Escrow (*commercial*): \$1,000

Total Fees¹: \$

CITY STAFF USE ONLY
Case No: _____
Date Received: _____
60 Day Date: _____
Receipt No: _____

Street Address of Parcel: _____
Applicant Information
Name: _____
Address: _____
Phone # _____ Email: _____
Owner Information (<i>if different from applicant</i>)
Name: _____
Address: _____
Phone # _____ Email: _____

Site Information
Legal/PID # _____
Present Zoning: _____
Existing Use of Property: _____
Description of Request (<i>including proposed use</i>) _____

Required Attachments and Exhibits ²
<p><input type="checkbox"/> Narrative outlining how the proposed use of the property meets the evaluation standards outlined in section §153.028 of the city code. A list detailing the number of employees, anticipated number of customers, days and hours of operation, and all measures that will be taken to address possible impacts to adjacent properties and infrastructure.</p>
<p><input type="checkbox"/> Electronic and paper plan sets, prepared and signed by a registered civil engineer, architect, and/or a landscape architect, showing all information listed below. Submittals shall include ten 11"x17" copies and one 24"x36" copy of the plans and all plans must be printed to scale.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Map of the property as well as all properties within 150 feet of the subject property. <input type="checkbox"/> Drainage and topography existing and proposed, if being altered. <input type="checkbox"/> Site layout including existing and proposed parking layout, access and flow to allow for service in and around the site for pedestrians and automobiles, curbing type, location and dimensions of structures, landscaping including type and size, screening measures such as fencing, walls, etc. including materials and height, lighting provisions including location, type, and footcandles.

Signature and Acknowledgement ³
<p>Signature of Applicant: _____ Date: _____</p>
<p>Signature of Owner: _____ Date: _____ <i>(if different from applicant)</i></p>

1. Fees payable at the time of application are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. Fees shall include application fee, filing fees, consultant, legal, planning, and engineering fees. Escrow amounts are a credit toward all reasonable fees and expenses charged staff and consultant time necessary in the investigation, report, and recommendation to the city council concerning the application.
2. All application materials and fees must be filed on or before the dates listed on the submittal calendar on the [zoning page of the City of West St. Paul website](#). Meeting with city staff is encouraged prior to all submittals.
3. I hereby certify that I have read and reviewed this application and know all statements to be true and correct. All work herein mentioned will be done in accordance with all codes and ordinances of the City of West St. Paul and the State of Minnesota. I further understand that this application and related contents may be released to other local government agencies for review.