



City of North St. Paul  
 2400 Margaret Street  
 North St. Paul, MN 55109  
 Phone (651) 747-2407  
 www.northstpaul.org

# ZONING & LAND USE APPLICATION

Escrow:  
 \$1,000 min.  
 (code 1.2044)

Application Fee:  
 \$500.00  
 (code 1.3290)

## APPLICATION FOR SITE/BUILDING PLAN APPROVAL

The site/building plan approval process must be scheduled through the Community Development Planning and Zoning Department. The lead-time for submittals shown on this application is necessary to allow City staff and consultants time to review and comment on documents provided. Additional lead-time will be required if the City determines that the potential impacts require more detailed study, or if review by other agencies is required. Incomplete application submittals will not be forwarded to the appropriate Commission or Council until all required information has been provided.

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
 Company (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

Owner Name: \_\_\_\_\_  
 Company (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

Are you the owner of the property?  YES  NO  
 (If no, you must supply property owner information)

### PROPERTY INFORMATION

Street location of property (address): \_\_\_\_\_  
 Parcel Identification Number (PID) (see Ramsey County website): \_\_\_\_\_  
 Legal description of property: \_\_\_\_\_  
 Present zoning of property (see City website): \_\_\_\_\_  
 Size of property (acreage): \_\_\_\_\_  
 Title information:  Abstract  Torrens  
 Property Description:  Residential  Commercial  Industrial  Institutional

### PROPOSAL INFORMATION

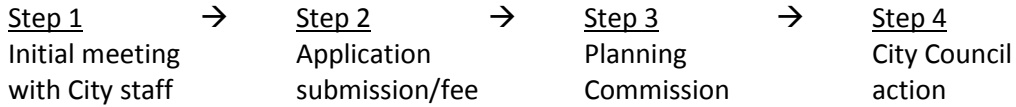
Required for:  
 Expansions of 1,000 square feet or more of commercial, industrial, institutional, and multi-family development projects.  
 New commercial, industrial, institutional, and multi-family development projects.

On a separate sheet of paper, please answer the following questions in full detail:

1. Provide a project description.
2. Is the proposal consistent with the general purposes and intent of the Comprehensive Plan?
3. Will the proposal adversely affect the health, safety, or general welfare of the City?
4. Is the proposal compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the City?
5. Is the proposal or appearance of the proposal compatible with adjacent properties?
6. Can the proposal be adequately supported by public urban services including the water supply, transportation system and capacity, police and fire protection, utilities, and sanitary waste disposal and storm water disposal systems?
7. Will the proposal create an excessive burden on existing parks, schools, and other public facilities which serve or are proposed to serve the area?
8. Is the proposal sufficiently compatible or separated by distance or screening from adjacent residentially zoned land?
9. Is the proposal in harmony with the general purposes and intent of zoning codes and the zoning district in which the applicant intends to locate the proposal?
10. If applicable, is the proposal consistent with officially adopted City plans and overlays?

## LAND USE PROCESS

### Review Process



	MONTH:					MONTH:				
App Submittal										
Design Review										
EAC										
Parks & Rec										
Planning Commission										
City Council										
<b>WEEKS:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

### Regular Scheduled City Meetings:

PLANNING COMMISSION

1<sup>st</sup> Thursday of the month (6:15 p.m.)

DESIGN REVIEW COMMISSION

4<sup>th</sup> Thursday of the month (5:00 p.m.)

ENVIRONMENTAL ADVISORY COMMISSION

4<sup>th</sup> Monday of the month (6:00 p.m.)

PARKS & RECREATION COMMISSION

4<sup>TH</sup> Wednesday of the month (6:30 p.m.)

ECONOMIC DEVELOPMENT AUTHORITY

2<sup>ND</sup> Tuesday of every odd month (4:00 p.m.)

CITY COUNCIL

1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month (6:30 p.m.)

## APPLICATION SUBMITTALS

Required

Completed

- |  |  |   |
|--|--|---|
|  |  | Completed Application.  |
|  |  | Application Fee \$500.00. Escrow \$1,000.00 minimum.  |
|  |  | Certificate of Survey. Please see Zoning Code, Table 2 Submittal Requirements.  |
|  |  | Site Plan. Please see Zoning Code, Table 2 Submittal Requirements.  |
|  |  | Parking and Circulation Plan. Please see Zoning Code, Table 2 Submittal Requirements.   |
|  |  | Grading/Storm Water Management Plan.  |
|  |  | Sanitary Sewer and Water Plan with estimated use per day.   |
|  |  | Soil Type and Soil Limitations. Please see Zoning Code, Table 2 Submittal Requirements.   |
|  |  | Landscaping Plan. Please see Zoning Code, Table 2 Submittal Requirements.   |
|  |  | Lighting Plan. Please see Zoning Code, Table 2 Submittal Requirements.  |
|  |  | Architectural Detail Drawings. Please see Zoning Code, Table 2 Submittal Requirements.  |
|  |  | Typical floor plan and room plan drawn to scale with a summary of square footage for each use or activity.                      |
|  |  | Sign Plan including the type, location, and size of all proposed signage.   |
|  |  | Vicinity map showing the property in relation to nearby highways or major street intersections.                                 |
|  |  | Type of business or activity and proposed number of employees.  |
|  |  | Proof of ownership of the property.   |
|  |  | Map or plat showing the lands proposed to be changed and all lands within at least 350 feet of the boundaries of the property.  |
|  |  | Names and addresses of the owners of the lands within 350 feet as appear on the records of the County Auditor of Ramsey County. |
|  |  | Other submittals as required by specific zoning district.   |
|  |  | Any additional data requested by the city: _____  |

## NOTE TO APPLICANT

All completed application and accompanying materials are due 30 days prior to the scheduled Planning Commission meeting (if applicable). The purpose of this submittal requirement is to allow for:

1. Plan distribution to the City staff, consultants, and applicable government entities.
2. Project review time and generation of staff reports.
3. Project meetings between City staff and applicants.
4. Meeting materials preparation and distribution.

The North St. Paul City Codes guide and enable development activities within the City by ensuring proper and well-coordinated projects. The land use application is the mechanism that allows the City to examine proposed land uses to ensure compatibility with the City Codes, design and development standards, and the surrounding land uses and natural environments. The review is intended to ensure positive growth for the community. All applications are reviewed individually and are evaluated based on their own merit. Each land use request has an associated checklist of required items. Applicants are encouraged to participate in an initial meeting with City staff prior to submitting a formal land use application. The initial meeting is an opportunity to informally discuss the conceptual idea of the proposed project in an effort to reduce delays. Participation in the initial meeting does not provide approval, or guarantee approval of the project. The City shall not accept plans, drawings, or other information related to the project except upon submittal of a formal application. The City reserves the right to reject an incomplete application.

---

## APPLICATION FEE STATEMENT

There may be additional expenses pertaining to project review that is the responsibility of the applicant. All applicable fees must be paid when submitting land use applications and accompanying materials. All fees, which are set annually by City Ordinance, help cover costs incurred by the City to review the application. The City of North St. Paul often uses consulting firms to assist in the review of projects. Please refer to the City's Fee Schedule for information on planning review fees and other applicable costs.

---

## REVIEW REQUIREMENTS

Minnesota State Statute 15.99 requires local governments to review an application within 15 business days of submission to determine if an application is complete and/or if additional information is required to complete the review. Once complete, a formal 60-day review period begins. The City has the ability to extend the review period for an additional 60 days, if necessary, due to insufficient information or scheduling difficulties. Please review the corresponding checklist that goes with the request. All applications must be received by the deadline(s) attached hereto. Failure to submit by the date given may result in a delay of the review by the Planning Commission and City Council.

---

## ACKNOWLEDGEMENT

I certify that all information submitted is true and correct and I fully understand that all information and a complete application must be submitted at least 30 days prior to a Planning Commission meeting to ensure review by the Planning commission on that date. By signing this form, I hereby acknowledge the receipt of the checklist and procedure for the project to be submitted for consideration. It is my responsibility to check all applicable ordinances pertaining to the application, comply with all ordinance requirements, and submit all required materials. All permit requests should be submitted in a timely manner so as not to cause project delays.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PROPOSED MEETING DATES:

Design Review Commission: \_\_\_\_\_ Planning Commission \_\_\_\_\_ Parks & Rec Commission \_\_\_\_\_  
Environmental Advisory Commission \_\_\_\_\_ City Council \_\_\_\_\_

---

## FOR OFFICE USE ONLY

Date submitted: \_\_\_\_\_ Date complete: \_\_\_\_\_ If incomplete, date letter sent to applicant: \_\_\_\_\_  
Date of public hearing: \_\_\_\_\_ Publication date: \_\_\_\_\_ Date notice sent to adjoining properties: \_\_\_\_\_  
Amount fee paid: \_\_\_\_\_ Date fee paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ File #: \_\_\_\_\_

Planning Commission action: \_\_\_\_\_ Recommend approval: \_\_\_\_\_ Recommend denial: \_\_\_\_\_  
Date applicant/property owner notified of Planning Commission action: \_\_\_\_\_

City Council action: \_\_\_\_\_ Recommend approval: \_\_\_\_\_ Recommend denial: \_\_\_\_\_  
Date applicant/property owner notified of City Council action: \_\_\_\_\_

Date filed with Ramsey County Recorder office: \_\_\_\_\_