



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

# ZONING & LAND USE APPLICATION

Application Fee:  
 \$250.00  
 (code 1.3290)

## APPLICATION FOR DESIGN REVIEW

The design review 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.

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### 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)

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### 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

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### PROPOSAL INFORMATION

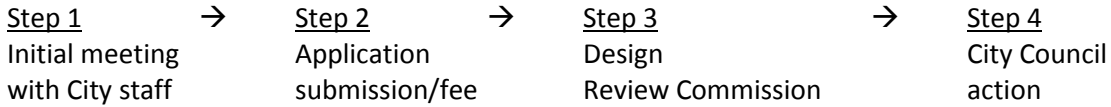
A design review approval shall be required as a condition to issuance of a building permit for new building construction, projects in which the building design or materials of more than 25% of any single exterior building wall or roof surface is altered, projects which alter the height of an existing building by more than two feet up or down, or projects which alter the lot coverage of an existing building by more than 10%.

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

1. Provide a project description.
2. Is the proposed design consistent with the general purposes and intent of the Comprehensive Plan?
3. Will the proposed design adversely affect the health, safety, or general welfare of the City?
4. Will the proposal or appearance of the proposal be compatible with adjacent properties?
5. Is the proposed design in harmony with the general purposes and intent of Chapter 154 and the zoning district in which the applicant intends to locate the proposal?
6. 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 \$250.00.
_____	_____	Photos of the development site that show the adjacent buildings and those across the street or behind the development.
_____	_____	Site Plan (scaled drawings should include exterior boundary lines, easements, dimensions and lot size and any outdoor seating).
_____	_____	Survey of the property (scaled drawing should include utility locations).
_____	_____	Landscape Plan (scaled drawings should include a list of all existing trees, type and location of any other significant plant material, natural features, proposed new landscaping with quantity, location, varieties, type and container sizes for plants).
_____	_____	Building Plan (scaled drawings should include location on lot, entrances/exits, trash location, outdoor storage, fire hydrant).
_____	_____	Section Drawings or Section/Elevation Drawing(s) (scaled drawings should include height/width, windows and facade).
_____	_____	Perspectives that show the new development or infill building in context of other buildings existing on or near the site.
_____	_____	Architectural detail drawings (scaled and dimensioned).
_____	_____	Parking and Circulation Plans (scale drawings should include location, dimensions and number of spaces, vehicular service points of ingress and egress, driveway widths and distances between driveways).
_____	_____	Grading Plan (for site with over 5 feet grade differential should show direction and path of drainage on, through and off the site and indicate any proposed channels or facilities).
_____	_____	Lighting Plan (standards and hood detail, bring pictures if available).
_____	_____	Sign Plan (location and dimension, bring samples of sign materials if other than canvas or vinyl).
_____	_____	Facade Materials (bring samples to the review).
_____	_____	Color Palette (bring color swatches to the review).
_____	_____	Window and door material/style (bring pictures or samples).
_____	_____	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.

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## 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.

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## 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.

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## 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 \_\_\_\_\_

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## 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: \_\_\_\_\_