



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:  
 \$500 min.  
 (code 1.2044)

Application Fee:  
 \$500.00  
 (code 1.3290)

## APPLICATION FOR MINOR SUBDIVISION

The minor subdivision permit 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

Application is hereby made for a Minor Subdivision

Lot Split  Lot Combination  Lot Line Adjustment

The applicant hereby grants permission for the City's employees, officials, and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

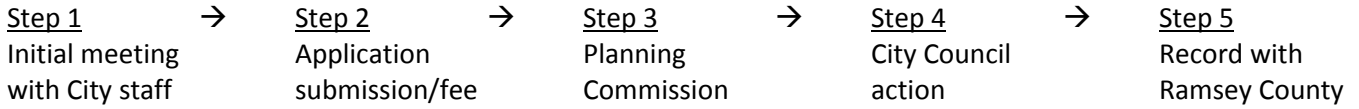
Provide a project description (attach additional paperwork if necessary): \_\_\_\_\_

#### NOTE:

1. In addition, the City requires a Certificate of Survey reflecting the location(s) of the building(s) for all new construction prior to issuance of a building permit.
2. Filling or excavating a wetland may require a permit from the City or Watershed District.
3. County driveway permits are required where applicable.
4. Contact the Finance Department at (651) 747-2404 for sewer, water or any other pending or deferred assessments or cash connection charges. Any outstanding assessments or required cash connection fees must be paid at the time of application.
5. City Ordinances can be view online at [www.amlegal.com/north\\_saint\\_paul/](http://www.amlegal.com/north_saint_paul/)

## 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 (must submit escrow fee also, see 1 <sup>st</sup> page, top right corner).
		1 full size set and 1 electronic set of drawings of a Certified Land Survey showing:
		Legal description of present property to be divided, combined, or altered property line.
		Proposed lot lines. Clearly identify each new parcel (ie., Parcel A, Parcel B, etc.,)
		include street widths, lots, building and set back lines, easements, etc.
		Dimensions of all property lines.
		Proposed use and area of each new lot.
		Existing and proposed drainage and contour plan.
		Location and width of proposed utility easements. <i>(The City requires new lots to have drainage and utility easement located on the front and rear 10 feet and the side 5 feet of the lot. These easements must be reflected on the survey).</i>
		Location and widths of existing street rights-of-way, railroad and utility rights-of-way, parks and other public open space, permanent building and easements within the existing lot and adjoining lots. <i>(The term <u>UTILITY</u> shall include sanitary sewers, storm sewers, water, gases, electricity, telephone, street lights, and drainage. The location and size of the nearest water main and sewer or outlet shall be indicated).</i>
		Areas intended to be dedicated for public use, including the areas of those dedications.
		Scale and North arrow.
		Any additional data requested by the City: _____

### NOTE:

1. After all approvals are granted, the City will then record the survey and the certified copy of the City Resolution with Ramsey County. Ramsey County will not accept a survey or deed for recording unless the City has given their approval first.
2. Verification of Ramsey County recording of the lot division is required prior to the City issuing a building permit for the new lot(s).

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