



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:
 \$2500 min.
 + \$25 per lot
 (code 1.2044)

Application Fee:
 \$500.00 sketch plat
 \$500.00 preliminary plat
 \$500.00 Final Plat
 (code 1.3290)

APPLICATION FOR MAJOR SUBDIVISION

The major subdivision 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 Major Subdivision

Sketch Plan Preliminary Plat (additional \$500.00 fee required) Final Plat (additional \$500.00 fee required)

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.

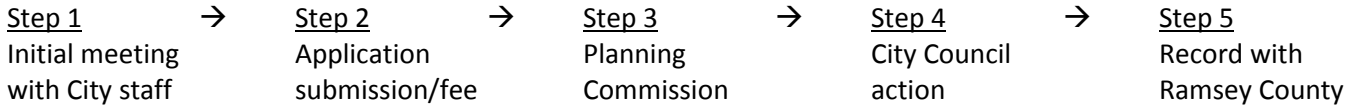
Provide a project description (attach additional paperwork if necessary): _____

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/

LAND USE PROCESS

Review Process



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

Regular Scheduled City Meetings:

PLANNING COMMISSION

1st Thursday of the month (6:15 p.m.)

DESIGN REVIEW COMMISSION

4th Thursday of the month (5:00 p.m.)

ENVIRONMENTAL ADVISORY COMMISSION

4th Monday of the month (6:00 p.m.)

PARKS & RECREATION COMMISSION

4th Wednesday of the month (6:30 p.m.)

ECONOMIC DEVELOPMENT AUTHORITY

2nd Tuesday of every odd month (4:00 p.m.)

CITY COUNCIL

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

APPLICATION SUBMITTALS

Required	Completed	
_____	_____	Completed application.
_____	_____	Application fee: \$500 (must submit escrow fee also, see 1st page, top right corner). (Additional fees required for Preliminary Plat and Final Plat).
_____	_____	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 UTILITY 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.

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: _____