



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:
 \$250.00 min.
 (code 1.2044)

Application Fee:
 \$100.00
 (code 1.3290)

APPLICATION FOR INTERIM USE - HOME OCCUPATION PERMIT

The interim use – home occupation 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 Interim Use – Level 2 Home Occupation Permit to conduct the following: _____
 family day care contractors small engine repair equipment repair
 building trades heating, plumbing, or air-conditioning services Other: _____

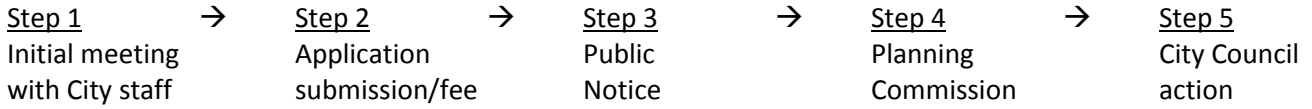
Applicable zoning code section (reference zoning code, see City website): _____

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 use compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the City?
5. Is the use or appearance of the use compatible with adjacent properties?
6. Is the use 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. Is the use in harmony with the general purposes and intent of Chapter 154 and the zoning district in which the applicant intends to locate the proposed use?
8. Will the use create an intrusion of excessive noise, glare, or general unsightliness?
9. If applicable, is the proposed use 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										
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: \$100.00. Escrow: \$250.00 minimum. |
| _____ | _____ | Site plan including the following items: |
| _____ | _____ | Typical floor plan and room plan drawn to scale with a summary of square footage for each use or activity. |
| _____ | _____ | Location map showing the general location of the proposed use within the city. |
| _____ | _____ | Map showing all principal land uses within 350 feet of the parcel for which the application is being made. |
| _____ | _____ | 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. |
| _____ | _____ | County, which shall be provided by the petitioner. |
| _____ | _____ | 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: _____