

City staff use only:
 Project #: _____
 Submitted by: _____
 60 Days: _____



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
 FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

CONDITIONAL USE PERMIT (CUP) APPLICATION

Site Address:			
Legal Description of the Property:			
Lot:		Block:	
		Addition:	
PIN:			
Is the property Abstract: <input type="checkbox"/> or Torrens: <input type="checkbox"/> <i>(to verify call the Anoka County Assessor's Office at (763)323-5400 with the property PIN number)</i>			
Description of the Request:			
Section of Ordinance:		Current Zoning:	
Applicant:			
Applicant _____		Phone _____	
Contact Person _____		Phone _____	
Address _____		Email _____	
City _____	State _____	Zip _____	
Property Owner (Fee Owner) If different than applicant:			
Property Owner : _____		Phone _____	
Address _____		Email _____	
City _____	State _____	Zip _____	
Signature _____		Date _____	
Please note: If the <u>property owner</u> has not signed the application, the application is incomplete.			
The following section is for City staff use only:			
Fee Paid _____		Date Paid _____	
		Receipt No. _____	
Submittal date: _____		60 Day date: _____	
		120 Day date: _____	

FEES AND APPLICANT ACKNOWLEDGEMENT

CUP Application Fees: Application fees cover such costs as review by the Andover Review Committee, attorney, site inspections, etc. Additional CUP escrow fees may be required as the development proceeds toward completion.

Fees	
1. <u>The following fees shall be paid upon submittal of the application:</u>	
<u>FEE DESCRIPTION</u>	<u>AMOUNT</u>
a. Commercial	\$ 1,000.00 – Escrow to facilitate ARC review. If the escrow does not cover review costs, additional billing will occur.
b. Residential	\$ 400.00 – includes mailing labels
c. Public Notification Sign (required)	\$ 30.00
d. Recording Fee: Abstract/Torrens	\$ 100.00
Total Application Fee:	\$ _____
Applicant Acknowledgement <i>(please sign in the space provided below)</i>	
<p>I hereby submit this PUD Application and declare <u>THAT THE INFORMATION AND MATERIAL SUBMITTED WITH THIS APPLICATION IS COMPLETE AND ACCURATE</u> per City Ordinances and policy requirements.</p> <p>I understand that <u>ONLY COMPLETE APPLICATIONS AND FEES</u> will be accepted and forwarded to the City Council for approval or disapproval. I understand that the application will be processed in sequence with respect to other submittals.</p>	
_____	_____
Applicant’s Signature	Date

REQUIRED APPLICATION MATERIALS

Required Application Materials:

Applicants will be informed of application completeness within 15 business days of submittal

The following information shall be submitted prior to review by the City of Andover:

- A complete application and fee.
- A letter summarizing the request (*see criteria for granting a Conditional Use Permit*).
- A scaled Site Plan or Certified Survey of the property and structures affected showing:
 - Scale
 - North arrow
 - Dimensions of the property and structures
 - Front, side, and rear yard building setbacks
 - Adjacent streets
 - Location and use of existing structures within 100 feet.
- Other information as required to review the request.

CONDITIONAL USE PERMIT APPLICATION

Note: The following is information that all applicants should read and understand.

CRITERIA FOR GRANTING A CONDITIONAL USE PERMIT REQUEST

In granting a Conditional Use Permit request, the City Council shall consider the advice and recommendation of the Planning and Zoning Commission and:

- The effect of the proposed use upon the health, safety, morals, and general welfare of occupants of surrounding lands.
- Existing and anticipated traffic conditions including parking facilities on adjacent streets and lands.
- The effect on values of property and scenic views in the surrounding area.
- The effect of the proposed use on the Comprehensive Plan.

CONDITIONAL USE PERMIT PROCESS

- A Public Hearing Notice will be sent out to all property owners and residents within 350' feet of the applicants' proposed property.
- A sign stating "Proposed Land Use Change" is placed on the applicants' property to inform interested resident of the public hearing. (For Public Hearing information please call the informational hotline at (763) 767-5126).
- City staff will conduct an on-site inspection which includes taking pictures of the property for the Planning and Zoning meeting.
- A staff report is prepared on the Friday before the Planning and Zoning Commission meeting. This report can be obtained by calling City Hall (755-5100). **It is important that the applicant attends the Planning and Zoning meeting.**
- Questions may be addressed to the applicant from the public or commission members.
- The Planning and Zoning Commission will vote to forward the item to the City Council with a recommendation for approval or denial. The Commission may also table the item to obtain further information.
- The City Council will make a final decision on the item.