

City of Mounds View, Minnesota

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Conditional Use Permit Information Sheet

A conditional use permit is required for a principal use or accessory use that requires special limitations in order to protect the public welfare. If certain requirements are met, a conditional use can be an asset to the community and the property owner.

HOW DO I OBTAIN A CONDITIONAL USE PERMIT (CUP)?

After it has been determined that a conditional use permit is needed and you wish to apply for one, a planning application would need to be submitted along with the required fees. We would also need any information pertinent to the proposed development (site plan, landscape plan, etc.). Applications can be obtained at Mounds View City Hall.

A non-refundable fee is required to process your application. Additional fees (such as for engineering or city attorney reviews) may also be required to process your application. Please check with City Hall to find out the applicable fees.

After all information has been received, City Staff will write a staff report that will be forwarded to the Planning Commission. The Planning Commission will discuss the conditional use request at their agenda session. At this time, additional information may be requested or the Commission may direct Staff to prepare a resolution of approval or denial. Formal action will be taken at the next regular Planning Commission meeting. A resolution recommending approval or denial to the City Council will be passed.

The Planning Commission will make a finding of fact and may recommend special conditions related to the request that they feel will best carry out the intent of the City Code. The Planning Commission's report and recommendation is then forwarded to the City Council for review and action.

Before any formal action is taken by the City Council, a public hearing date is set. Homeowners within 350 feet of the applicant's property will be notified of the hearing and will be encouraged to voice their opinion regarding the proposal. In addition, the City will publish a public hearing notice in the City's official newspaper.

The City Council, will evaluate the proposal based on criteria listed in the City Code. They will also take into consideration the outcome of the public hearing, staff recommendation, Planning Commission recommendation and proposed conditions and will approve or deny the permit request. The proposal will be evaluated based on the criteria found in the City's Zoning Code, and any additional conditions the City Council may wish to impose. Examples of the evaluative criteria are, but not limited to: conformance with the Comprehensive Plan, adequacy of utilities, road access and compatibility with existing uses on the adjacent properties.

HOW LONG DOES THE CUP PROCESS TAKE?

The time period is dependent upon when the application is received by the City. In general, this process takes approximately 60 days.

HOW CAN I GET MORE INFORMATION ON CONDITIONAL USE PERMITS OR ANY OTHER ZONING QUESTIONS?

If you have questions about the information in this handout, please contact the City Planner at (763) 717-4022 or the Community Development Department (763) 717-4020. You can also e-mail your questions to permits@ci.mounds-view.mn.us.

The City also has permit applications available on our website at www.ci.mounds-view.mn.us

This information is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.