



**Community Development
Department**
1830 County Road B East
Maplewood, MN 55109
(651) 249-2300
www.MaplewoodMN.gov

**Fee: See filing
requirements for
your specific project**

CONDITIONAL USE OR PUD APPLICATION

Address of site:

Applicant:	
Contact person:	
Address:	Zip:
Telephone (work):	(mobile):
Email address:	
Interest in property:	

Property owner(s) of record:	
Address:	Zip:
Telephone (work):	(mobile):
Email address:	

Legal description of site:

Existing use of property:

Proposed use of property:

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.

Applicant Signature _____

Date _____

Owner Signature (if different from applicant) _____

Date _____

OFFICE USE ONLY

Date Received _____

By _____

Receipt # _____

FILING REQUIREMENTS

You must provide all of the following items with your application:

- A Community Design Review Board application if your proposal involves any new construction or any outside additions or modifications to the building or site (except for single-family homes).
- Five printed copies of a site plan 11" X 17" (drawn to scale).
- A written statement describing the intended use of the property and why the City should approve your request (refer to the attached criteria). Electronic copies of written project statements or narratives.
- An Adobe.pdf file of all project plans (8 ½" X 11" in size).
- Application fees:
 - Conditional Use Permit: \$1,650
 - Planned Unit Development: \$2,735
 - Conditional Use Permit Revisions: \$1,000
 - In addition, you must include \$46 to pay the County for recording a City resolution.
 - For all commercial, industrial, institutional, and multiple-family sites or developments, also include an additional \$200 for a city-installed site notification sign.
 - Make your checks out to the City of Maplewood. **The application fee is non-refundable.** The recording fee is refundable if the City Council denies your application.
- Escrow fees: An engineering escrow will be required for projects that alter the existing site characteristics.
 - The escrow will pay for time spent reviewing plans by engineering staff. If the project proceeds to construction, the escrow will also pay for staff time spent on construction issues related to fulfilling city requirements.
 - The amount of the engineering escrow shall be at least \$1,000, with the total amount determined by the City's engineering department.
 - To determine if an engineering escrow is needed and the amount of the escrow, contact the Engineering Department at 651-249-2400.
 - This escrow must be paid with a separate check made payable to the City of Maplewood. Any unused escrow will be returned at project completion. The Engineering Department may waive the engineering escrow if the project does not warrant a review by engineering staff.
- Development costs: Please be aware that in addition to the costs associated with getting a building permit, **the City of Maplewood also charges a fee for the following:**
 - Park Availability Charge (PAC) – Contact the Parks Department at 651-249-2111 for this rate.
 - Sewer Availability Charge (SAC) – Contact the Maplewood Public Works Department at 651-

249-2400 for this rate.

- Water Availability Charge (WAC) – Contact the Maplewood Public Works Department at 651-249-2400 for this rate.

NOTES

- Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
- The Community Development Director may require a consultant, such as a landscape architect, forester or appraiser, to review your application. If the Director requires a consultant's review, you must provide a cash escrow to pay this fee. One of the planners will notify you if the Director requires a consultant.
- In addition to the application fee for a conditional use permit, the City shall charge a fee at the time of issuing a grading permit. This fee shall be based on the quantity of material identified in the permit.
- The proposed construction must be substantially started or the proposed use utilized within one year of Council approval or the permit shall become null and void. The Council may grant up to a one-year extension of the permit if just cause is shown. This requirement shall not apply to PUDs with a city-approved phasing plan.
- **New personal wireless communication tower or monopole:** the applicant shall document to the city that the proposed telecommunications equipment cannot be accommodated on an existing or approved tower or commercial building within a one-half mile radius because of one or more of the following:
 - The planned equipment would exceed the structural capacity of the existing or approved tower or commercial building.
 - The planned equipment would cause interference with other existing or planned equipment at the tower or building.
 - Existing or approved structures and commercial buildings within a one-half mile radius cannot or will not reasonably accommodate the planned equipment at a height necessary to function.
 - For residential district sites, the applicant must demonstrate, by providing a city-wide coverage/interference and capacity analysis, that the location of the antennas as proposed is necessary to meet the frequency reuse and spacing needs of the communication service system and to provide adequate coverage and capacity to areas that cannot be adequately served by locating the antennas in a less restrictive district or on an existing structure.
 - For all commercial wireless telecommunications service towers, a letter of intent committing the tower, the owner and his or her successors to allow the shared use of the tower if an additional user agrees in writing to meet reasonable terms and conditions for shared use.

PROCEDURE

- Return this application to: Community Development Department
1830 County Road B East
Maplewood, MN 55109
- The department staff will review the application to ensure all required information is received and notify

you of additional items that may be required.

- The Community Development Director will schedule a public hearing with the Planning Commission and a meeting with the Community Design Review Board. The CDRB meets on the third Tuesday of the month at 6 p.m. The Planning Commission meets on the third Tuesday of the month at 7 p.m.
- The Commission and Board will make recommendations to the City Council.
- The Director will schedule a meeting with the City Council. The Council will then make a decision.
- Once the City considers your application(s) complete, the City's review of and the Council's action on your application(s) typically takes up to 60 days – 120 days.
- City staff will notify you of all meetings.

CRITERIA FOR APPROVAL OF A CONDITIONAL USE PERMIT

The City Council may approve, amend, or deny a conditional use permit application based on the following standards for approval, in addition to any standards for a specific conditional use found in the zoning ordinance:

- The use would be located, designed, maintained, constructed, and operated in conformity with the City's comprehensive plan and Code of Ordinances.
- The use would not change the existing or planned character of the surrounding area.
- The use would not depreciate property values.
- The use would not involve any activity, process, materials, equipment, or methods of operation that would be dangerous, hazardous, detrimental, disturbing, or cause a nuisance to any person or property because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage water run-off, vibration, general unsightliness, electrical interference or other nuisances.
- The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
- The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
- The use would not create excessive additional costs for public facilities or services.
- The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
- The use would cause minimal adverse environmental effects.
- The City Council may waive any of the above requirements for a public building or utility structure, provided the Council shall first determine that balancing public interest between governmental units of the state would be best served by such waiver.

If you are applying for a planned unit development and there are deviations from the City code, please include a written justification for each deviation based on the following findings required by the code for approval:

- Certain regulations contained in this chapter should not apply to the proposed development because of its unique nature.
- The planned unit development (PUD) would be consistent with the purposes of this chapter.
- The PUD would produce a development of equal or superior quality to that which would result from strict adherence to the provisions of this chapter.
- The deviations would not constitute a significant threat to the property values, safety, health, or general welfare of the owners or occupants of nearby land.
- The deviations are required for reasonable and practicable physical development and are not required solely for financial reasons.