



CONDITIONAL USE PERMIT APPLICATION

11955 Champlin Drive / Champlin, MN 55316 / Phone: 763-923-7102 / Fax: 763-421-5256 / www.ci.champlin.mn.us

CONDITIONAL USE PERMIT APPLICATION PROCEDURE

1. Obtain application form and general information from City Planner.
2. The complete submittal, as specified on the checklist, must be received by 4:30 p.m. of the specified deadline day.
3. A conditional use permit requires a public hearing. The applicant or agent must attend the Planning Commission meeting and the City Council meeting.
4. If the application is approved, a certified copy of the resolution approving the conditional use permit shall be submitted to Hennepin County for recording (Conditional use permits run with the property).

BRIEF DESCRIPTION OF CONDITIONAL USE PERMIT PROCESS

After receipt, your application for a conditional use permit will be evaluated by the City Planner. The criteria for the evaluation shall be the degree of compliance between the proposal and the Zoning Ordinance, which specifies the grounds for granting a conditional use permit. The City Planner will review the documents you submit and will prepare comments and recommendations regarding the application.

Information regarding your request will be sent to property owners within 500 feet of the project area prior to the public hearing at the Planning Commission meeting. You and the members of the Planning Commission will receive a copy of the City Planner's report prior to the meeting.

At the public hearing, the City Planner will present the report. You will be given an opportunity to address the Commission for additional comments at your discretion. Also, anyone who wishes to speak or comment on the proposal will be allowed to do so. After questions or comments by the Planning Commission members, the Commission will make a recommendation on the request. The City Council will make the final determination on the request.

CONDITIONAL USE PERMIT APPLICATION CHECKLIST

1. Completed application form with a statement regarding the request.
2. Application fee.
3. Complete set of plans and supportive data.

4. Reimbursement agreement.
5. 11" x 17" reproducible copy of the plan (if applicable).
6. Any additional material (photos, testimony, supporting data as needed, etc).

For the City of Champlin to accept an application submittal, all of the above information shall be submitted by the application deadline date. An incomplete application may delay the request with exceptions to the deadline only as approved by the City Planner. If you should have any questions on this application, please contact the City Planner at 763-923-7102 or schulte@ci.champlin.mn.us.

- Notes:**
- * **Conditional use permits that are issued but not used within one (1) year of the date of the approval shall lapse.**
 - * **Conditional uses may be reviewed by the City Council after one (1) year.**
 - * **Conditional use permits are recorded with the property.**