



# SUBDIVISION AND ZONING REQUEST APPLICATION

City of Prior Lake | Community Development  
 4646 Dakota Street SE | Prior Lake MN 55125  
 Office: 952.447.9810 | [permits@PriorLakeMN.gov](mailto:permits@PriorLakeMN.gov)

SITE INFORMATION			
Site Address	Lot	Block	Parcel ID
Legal Description of Subject Property			
APPLICANT INFORMATION			
Name			
Address	City	State	Zip
Email	Phone		
PROPERTY OWNER(S) INFORMATION <input type="checkbox"/> Check if information is same as Applicant above			
Name			
Address	City	State	Zip
Email	Phone		
<b>Type of Ownership</b>	<input type="checkbox"/> Fee	<input type="checkbox"/> Contract for Deed	<input type="checkbox"/> Purchase Agreement
ENGINEER/SURVEYOR			
Company Name		Contact	
Email		Phone	
SUBDIVISION REQUEST		ZONING REQUEST	
<input type="checkbox"/> Administrative Combination	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Annexation	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Administrative Subdivision	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Appeal	<input type="checkbox"/> Zoning Text Amendment
<input type="checkbox"/> CIC Plat	<input type="checkbox"/> Final Plat Minor Amendment	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Vacation
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Final Plat Major Amendment	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Variance
<input type="checkbox"/> Combined Preliminary & Final Plat	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Rezoning	<input type="checkbox"/> Zoning Map Amendment
<input type="checkbox"/> Concept Plan	<input type="checkbox"/> Other	<input type="checkbox"/> Other	
SIGNATURES			
To the best of my knowledge the information provided in this application and other material submitted is correct. In addition, I have read the relevant sections of the Prior Lake City Code and procedural guidelines and understand that applications will not be processed until deemed complete by City Staff.			
<b>Signature of Applicant</b>		<b>Date</b>	
<b>Printed Name of Applicant</b>			
<b>Fee Owner's Signature</b>		<b>Date</b>	
<b>Fee Owner's Printed Name</b>			
STAFF USE ONLY			
Date Received		Project Number	

# PROCEDURE FOR A CONDITIONAL USE PERMIT REQUEST

**Overview:** Certain uses, because of their nature, operation, and location in relation to other uses, require a Conditional Use Permit (CUP). The CUP process regulates the location, magnitude and design of conditional uses consistent with the Comprehensive Plan, and the regulations, purposes, and procedures of the Zoning Code. Section 1151 of the Code sets forth the procedure and requirements for the review of CUP requests. The Code is available for review at [cityofpriorlake.com](http://cityofpriorlake.com).

**Pre-Application Procedure:** Prior to submitting an application for a CUP, applicants are encouraged to meet with the Community Development Staff to discuss the following:

- City Plans and policies that might relate to or affect the property.
- Preliminary development or building plans for the property.

**The applicant is responsible for understanding the requirements of the City Code**, including setbacks, landscaping, parking, required improvements, submittal requirements, signs, and so on. The Community Development Staff may also advise you of other potential governmental jurisdiction involvement.

The following must be brought to the pre-application meeting:

- The location of the property; and
- Any preliminary plans developed for the property.

If a decision is made to proceed after the advisory meeting(s), a formal application is required. ***The Community Development staff also suggests the applicant hold a neighborhood meeting prior to the public hearing to discuss plans for the property.***

**Process:** Within ten (10) business days of submission of the application, the applicant will receive formal, written notice from the City about whether the application is complete. Within 30 days of receipt of a complete application, the Community Development Department will schedule a public hearing for review by the Planning Commission.

**Timing:** Public hearings are scheduled for the Planning Commission on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month April through October. Planning Commission meetings are held the 2<sup>nd</sup> Monday of each month November through March. Complete applications must be submitted to the Community Development Department at least thirty (30) days prior to the scheduled meeting to allow publication of hearing notice. The Community Development Department will publish notices in the *Prior Lake American* and notify the applicant and other affected property owners of the date and time the proposal will be heard by the Planning Commission as required by State Statute. The City may also post a sign on the site identifying the proposed application.

**Staff Report:** The Community Development Department will prepare a staff report which: 1) explains the request; 2) reviews how the proposal relates to the Zoning Code requirements and the standards for approving a conditional use permit; and 3) provides a recommendation.

**Hearing:** A public hearing will be held by the Planning Commission. The Commission will review the staff report and hear from the applicant. Public testimony on the request will also be taken. The Planning Commission, after reviewing all of the information, will make a determination on the application based on findings addressing the relationship of the proposed amendment to the following standards:

- (1) The use is consistent with and supportive of the goals and policies of the Comprehensive Plan.
- (2) The use will not be detrimental to the health, safety, morals, and general welfare of the community as a whole.
- (3) The use is consistent with the intent and purpose of the Zoning Code and the Use District in which the Conditional Use is located.
- (4) The use will not have undue adverse impacts on governmental facilities, services, or improvements, which are either existing or proposed.
- (5) The use will not have undue adverse impacts on the use and enjoyment of properties in close proximity to the conditional use.
- (6) The use is subject to the design and other requirements of site and landscape plans prepared by or under the direction of a professional landscape architect, or civil engineer registered in the State of Minnesota, approved by the Planning Commission and incorporated as part of the conditions imposed on the use by the Planning Commission.
- (7) The use is subject to drainage and utility plans prepared by a professional civil engineer registered in the State of Minnesota which illustrate locations of city water, city sewer, fire hydrants, manholes, power, telephone and cable lines, natural gas mains, and other service facilities. The plans shall be included as part of the conditions set forth in the Conditional Use Permit approved by the Planning Commission.
- (8) The use is subject to such other additional conditions which the Planning Commission may find necessary to protect the general welfare, public safety, and neighborhood character. Such additional conditions may be imposed in those situations where the other dimensional standards, performance standards, conditions or requirements in the Code are insufficient to achieve the objectives contained in Section 1151. In these circumstances, the Planning Commission may impose restrictions and conditions on the Conditional Use Permit which are more stringent than those set forth in the Ordinance and which are consistent with the general conditions above. The additional conditions shall be set forth in the Conditional Use Permit approved by the Planning Commission.

If the property is located within the Flood Plain or Shoreland Districts, additional evaluation criteria, listed in Section 1151.204 and 1151.205 of the Zoning Code, will also be applied.

Any additional exhibits submitted by the applicant (at the hearing or prior to the hearing) such as photographs, petitions, etc. must be entered into the public record and submitted to the Community Development Department for the file.

**Recording:** If the CUP is approved, the City will record a copy of the certified resolution at the Scott County Recorder's Office. The applicant must show substantial use of the premises according to the provisions contained in the permit if no construction required as part of the request or obtained a building

permit if a new structure, alteration, or substantial repair of an existing building is required within one (1) year from the date of approval or the variance becomes null and void.

## APPLICATION INSTRUCTIONS

***No application will be scheduled for a Planning Commission Public Hearing until all required information is submitted. The following information, along with the attached checklist, is required for a complete application. The City also reserves the right to request additional information when needed to review an application.***

- **Application Fee:** The non-refundable application fee for a Conditional Use Permit is per the City Fee Schedule. Cash, check payable to the "City of Prior Lake" or credit accepted.
- **Signed Application:** Include authorization from the property owner(s) if an owner representative signs the application.
- **Application Checklist:** The attached checklist identifies the necessary information. *Failure to provide any of the required information will result in an incomplete application.* **Submit the checklist with the application materials.**

# CONDITIONAL USE PERMIT APPLICATION CHECKLIST

**SITE ADDRESS:** \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

**PROPERTY OWNER(S) NAME:** \_\_\_\_\_

REQUIRED INFORMATION	LOCATION	VERIFY (Staff Use Only)
The following data is required as part of a conditional use permit application according to the City of Prior Lake Zoning Ordinance.	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	
1. A complete Application, signed by the applicant and the property owner(s) of the site.		
2. The name, address, telephone number and email of the owner, the owner's agent, the applicant, surveyor, engineer, and designer for the project.		
3. A radius map and a list and two (2) sets of labels of the names and addresses of the owners of property located within 350 feet of the subject site. These shall be obtained from and certified by an abstract company.		
4. The required application fee per the City Fee Schedule.		
5. Any necessary applications for zoning changes and/or variances from the provisions of the Zoning Ordinance, along with the required fees and submittal information for those applications.		
6. A complete legal description of the property, and a location map showing the location of the proposed development in the City.		
7. Two (2) full-scale copies of the CUP plan and supporting data and one (1) 11"X 17" reduction of each sheet.		
8. One (1) digital copy submitted of Items 1-3 and 5-7 as listed above(if under 10MB in size*), and any additional information required by staff to:  <a href="mailto:Planning@PriorLakeMN.gov">Planning@PriorLakeMN.gov</a> *If over 10MB in size please send/use with any of the following options:		
<b>General Development Plan (Section 1108.205):</b>		
1. Site conditions and existing development on the subject property and immediately adjacent properties.		
2. The proposed use of all areas of the site.		
3. The proposed density, type, size, and location of all proposed dwelling units.		
4. The general size, location and use of any proposed nonresidential buildings on the site.		
5. All public streets, entrance and exist drives, and walkway locations.		

REQUIRED INFORMATION	LOCATION	VERIFY (Staff Use Only)
6. Parking areas.		
7. Landscaped areas.		
8. Parks and open spaces, public plazas, and common areas.		
9. Site dimensions.		
10. Generalized drainage and utility plans.		
11. Any other information Staff may request to determine whether the proposed project meets the requirements of this subsection.		
<b>Summary Sheets which include the following:</b>		
1. Proposed densities, and ground floor areas.		
2. Acreage or square footage of individual land uses on the site.		
3. All proposed modifications of the district regulations being requested.		
4. Generalized phasing plan for the project, including the geographical sequence of construction and the number of dwelling units or square footage of nonresidential property to be contracted in each phase.		
<b>Other information which may be required including:</b>		
1. A tree preservation and replacement plan, as required by Section 1145 of the Zoning Code.		
2. A lighting plan as required by Subsection 1141.900 and Subsection 1142.900 of the Zoning Code.		
3. A signage plan as required by Section 1147 of the Zoning Code.		
4. If applicable, a preliminary plat or other subdivision applications.		