



## CITY OF INVER GROVE HEIGHTS

8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
(651) 450-2545 ♦ Fax: (651) 450-2502  
www.invergroveheights.org

### CONDITIONAL USE PERMIT

The following must be submitted prior to review and processing a request. If you have any questions, please contact the Planning Department.

- A completed Planning Application Form with the appropriate fees.
- An Abstractor's Certificate with a list of names and addresses of the property owners within 350 feet of the property in consideration. If the property is not served by municipal sanitary sewer a list of names and addresses of the property owners within 1,000 feet of the property in consideration.  
\*\*An Abstractors Certificate can be obtained at abstract and title companies such as Dakota County Abstract Company or First American Title Insurance. Please note the abstract certificate may take up to two weeks to prepare.
- Ten (10) folded full size copies and one set of 11 x 17 reductions of the following information:
- Site Development Plan including the following:
  - Lot dimensions and area.
  - Location of all buildings including both existing and proposed structures.
  - Dimensions of proposed and existing structures.
  - Location of all adjacent buildings located within 100 feet of the exterior boundaries of the property in question.
  - Existing and proposed setbacks for all buildings and impervious areas.
  - Location and number of existing and proposed parking spaces.
  - Vehicular circulation with curb cut and driveway locations and dimensions.
  - Location and type of all proposed exterior lights.
- A written narrative clearly describing the request.
- Floor plan and architectural elevations of proposed buildings, additions, and changes to existing structures.
- Sanitary sewer and water plan with estimated use per day.
- Grading and Drainage Plan including the following:
  - Existing contours.
  - Proposed grading elevations.
  - Drainage configuration.
  - Storm sewer catch basins and invert elevations.
  - Spot elevations.
- Landscaping Plan including the following:
  - Location of all existing trees, type, diameter, and which trees will be removed.
  - Location, type and diameter of all proposed plantings.
  - Location and material used of all screening devices.
- Legal description of property under consideration.
- Proof of ownership of the land for which a conditional use permit is requested.



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## PLANNING APPLICATION FORM

### SECTION 1 APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Cell Phone/Fax: \_\_\_\_\_ Cell Phone/Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

### SECTION 2 SITE & PROPERTY OWNER INFORMATION

Site Address: \_\_\_\_\_ County Tax PIN: 20-\_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Owner Name (If different from above): \_\_\_\_\_  
Owner Mailing Address: \_\_\_\_\_

### SECTION 3 APPLICATION TYPE

\_\_\_\_\_ Variance                      \_\_\_\_\_ Conditional Use Permit                      \_\_\_\_\_ Major Site Plan Review  
\_\_\_\_\_ Rezoning                      \_\_\_\_\_ Preliminary Plat                      \_\_\_\_\_ Planned Unit Development  
\_\_\_\_\_ Comp Plan Amendment                      \_\_\_\_\_ Final Plat                      \_\_\_\_\_ Zoning Code Amendment  
\_\_\_\_\_ Waiver of Plat                      \_\_\_\_\_ Other: \_\_\_\_\_

### SECTION 4 OTHER INFORMATION

Attach the written description, plans and other required documents (See Petitioner's Instructions).

*I attest that the information contained in this application is true and correct to the best of my knowledge.*

APPLICANT SIGNATURE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

### OFFICE USE ONLY

Case Number: \_\_\_\_\_ Planning Review Committee Date: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_ Planning Commission Date: \_\_\_\_\_  
Accepted By: \_\_\_\_\_ Park & Rec. Commission Date: \_\_\_\_\_  
Receipt #: \_\_\_\_\_ Environmental Commission Date: \_\_\_\_\_  
Escrow #: 702-229 City Council Date: \_\_\_\_\_  
**60 Day Deadline:** \_\_\_\_\_

## SECTION 5 FEES

REQUEST TYPE	BASE FEE	ABSTRACT FEE	GIS FEE	ESCROW*	TOTAL
Administrative Subdivision	\$100		\$25/lot		\$
Comprehensive Plan Amendment	\$500		\$50	\$2,500	\$
Comprehensive Plan Amendment – minor	\$200			\$250	\$
Conditional Use Permit, single family residential	\$250	\$46			\$
Conditional Use Permit, other	\$500	\$46		\$3,000	\$
Conditional Use Permit, other – amendment	\$150	\$46		\$1,000	\$
Determination of Substantially Similar Use	\$200			\$200	\$
Final Plat – single family	\$350	\$46	\$25/lot	\$3,000	\$
Final Plat – other (i.e. Commercial or Industrial)	\$200	\$46	\$100/acre	\$3,000	\$
Interim Use Permit	\$500	\$46		\$1,250	
Major Site Plan Review	\$500			\$3,000	\$
Non-Conforming Use Certificate	\$500	\$46		\$1,250	
Northwest Area Environmental Studies Fee	\$80/gross acre				\$
Northwest Area Sketch Plan Review				\$1,000	\$
Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$46	Varies	\$5,000	\$
Planned Unit Development (PUD) – Final	\$500	\$46		\$3,000	\$
Planned Unit Development – Amendment	\$250	\$46		\$1,000	
Preliminary Plat	\$250 + \$5 per lot			\$3,000	\$
Rezoning	\$500		\$50	\$500	\$
Street Dedication	\$150	\$46	\$50		\$
Street/Easement Vacation	\$150	\$46	\$50	\$500	\$
Variance – Residential	\$200	\$46			\$
Variance - Commercial	\$200	\$46			\$
Waiver of Plat	\$300	\$46	\$25		\$
Wetland Conservation Act Certification	\$75				
Wetland Replacement Plan	\$200		\$100/acre	\$2,500	
Zoning Code Amendment	\$500			\$500	\$
Zoning Code Amendment – minor	\$100			\$250	\$
<b>TOTAL CUMULATIVE FEES</b>	<b>\$</b> (Code “AV”)	<b>\$</b> (Code “AV”)	<b>\$</b> (Code “CB”)	<b>\$</b> (Acct. # )	<b>\$</b>

\*The above escrow amounts represent the minimum deposit required. Additional escrow amounts may be required depending upon the size, complexity and scope of project.

**CITY OF INVER GROVE HEIGHTS, MINNESOTA  
PLANNING DIVISION**

**PROPERTY ACCESS CONSENT FORM**

This is to certify that on \_\_\_\_\_, 20\_\_\_\_, I, \_\_\_\_\_,  
owner of property described as follows (address or legal description):

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filed a request, (or authorized, by my signature, the filing of a request) with the Inver Grove Heights Planning Division for \_\_\_\_\_ on \_\_\_\_\_ the described property. By filing the above referenced request, I hereby consent to permit access to said property, at any reasonable time, to members of City Staff, the Planning Commission, and the City Council for purposes of viewing the site and information gathering that is pertinent to the request.

\_\_\_\_\_  
Property Owner

Dated: \_\_\_\_\_

(Please return this completed form to the Planning Division at the time of application for your planning request. If the Consent Form is not returned with your Planning Application Form, it will be assumed that you do not wish to grant access to your property for the stated purpose. A copy of the Consent Form will be retained in the planning file relative to your case. The consent granted by virtue of this form expires upon final City Council action relative to your request.)

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**OFFICE USE ONLY**

Case No: \_\_\_\_\_

Applicant: \_\_\_\_\_



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Dear Applicant:

As outlined in the Planning Application Form, the City of Inver Grove Heights requires a cash escrow deposit to cover all costs directly related to processing your application. These costs include City staff time, administrative costs, and costs for any consultants essential to complete the application's review.

The City makes every effort to minimize the cost of reviewing your application. To be most effective at this, it is important that you submit complete documents, plans, and designs. Incomplete submittals typically result in increased review time, and may require more of the City's consultants to become involved in the review. For example, if the City Attorney is required to draft legal documents that your attorney could draft, your escrow account would have to cover the City Attorney's time.

If your escrow deposit is depleted before the application is concluded, you will be required to make an additional deposit. In all cases, any negative balance in your escrow account will need to be paid prior to releasing City approvals of your application. Excess escrow will be refunded to you after final action is taken by the City Council and all billings are posted to your account.

Please contact the City Planner at 651-450-2554 if there are unanswered questions or you are unsure how to proceed.

Sincerely,

CITY OF INVER GROVE HEIGHTS

Acknowledgement by applicant that this letter has been read and understood:

\_\_\_\_\_  
(Applicant's signature)

\_\_\_\_\_  
(date)