



## **CITY OF INVER GROVE HEIGHTS**

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

### **CONDITIONAL USE PERMIT (RESIDENTIAL)**

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.
- 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.
  - Existing and proposed setbacks for all buildings and impervious areas.
- A written narrative clearly describing the request.
- Legal description of property under consideration.



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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 #: <u>702-229</u>	City Council Date: _____
	<b>60 Day Deadline:</b> _____

## 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, impervious surface single family residential	\$250	\$46		\$1,500	\$
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: \_\_\_\_\_