



CITY OF INVER GROVE HEIGHTS

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

RESIDENTIAL 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.
- A written narrative clearly describing the request.
- Ten (10) folded full size copies, one set of 11 x 17 reductions, and one electronic plan set, if available, 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
- Legal description of property under consideration.
- For impervious surface conditional use permits the following is required:
 - a. A stormwater management system shall be constructed within the property (not within any public easements or right of way) that meets the best management practices design criteria as set forth in the northwest area ordinances and stormwater manual.
 - b. The stormwater management system and grading plan (including necessary details for construction, showing proper location, material, size, grades and vegetation) shall be approved by the engineering division prior to ground disturbance or installation of the facility.
 - c. The stormwater management system is considered a private system and the responsibility of maintenance is that of the owner.
 - d. The design of the facility shall provide storage and treatment for the 100-year event volume as it relates to the additional impervious surface being considered with a conditional use application.
 - e. A stormwater facilities maintenance agreement shall be entered into between the applicant and city to address responsibilities and maintenance of the stormwater system.
 - f. An escrow fee of \$1,500 shall be submitted to the city with the stormwater management system submittal. The final amount and submittal process shall be determined by the city by the time the owners are ready to submit the stormwater management system and grading plan. Surety shall be provided to ensure construction of the system according to the plans approved by the city engineer.
 - g. The soils shall be tested to determine the infiltration capacity at and below the stormwater facility to ensure the stormwater management facility performs and functions within the assumed design parameters. A three-foot (3') separation shall be maintained from seasonal high-water levels and the bottom of any facility. (Ord. 1209, 4-26-2010).



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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 (or attach separately): _____
Owner Name (If different from above): _____
Owner Email: _____
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 #: _____ City Council Date: _____
Escrow #: 702-229 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, impervious surface single family residential	\$250	\$46		\$1,500	\$
Conditional Use Permit, other	\$500	\$46		\$5,000	\$
Conditional Use Permit, other – amendment	\$150	\$46		\$1,000	\$
Determination of Substantially Similar Use	\$200			\$200	\$
Final Plat – single family	\$500	\$46	\$25/lot	\$5,000	\$
Final Plat – other (i.e. Commercial or Industrial)	\$200	\$46	\$100/acre	\$5,000	\$
Interim Use Permit	\$500	\$46		\$1,250	
Major Site Plan Review	\$500			\$5,000	\$
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	\$500 + \$5 per lot			\$5,000	\$
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	\$
TOTAL CUMULATIVE FEES	\$ (Code “AV”)	\$ (Code “AV”)	\$ (Code “CB”)	\$ (Acct. #)	\$

*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):

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.)

OFFICE USE ONLY

Case No: _____ Applicant: _____