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|-------------------|---------------------|
| Application Date: |                     |
| Fee: <b>\$400</b> | Escrow: <b>NONE</b> |

## SPECIAL USE PERMIT

Certain uses, while generally not suitable in a particular Zoning District, may, under certain circumstances be acceptable. When such circumstances exist, a Special Use Permit may be granted. Conditions may be applied to the issuance of the Permit and/or periodic review may be required. The Permit shall be granted for a particular use and NOT for a particular person or firm.

|   |   |   |
|---|---|---|
| <b>PARCEL IDENTIFICATION NO (PIN):</b>  |   | <b>COMP PLAN FUTURE LAND USE:</b>           |
| <b>LEGAL DESCRIPTION:</b>   |   | <b>ZONING DISTRICT:</b>                     |
|   |   | <b>LOT SIZE:</b>                            |
| <b>PROJECT ADDRESS:</b>   | <b>OWNER:</b><br>Name:<br>Address:<br>City, State:<br>Phone:<br>E-Mail: | <b>APPLICANT (IF DIFFERENT THAN OWNER):</b> |
| <b>DESCRIPTION OF REQUEST:</b>  |   |   |
| <b>EXISTING SITE CONDITIONS:</b>  |   |   |
| <b>APPLICABLE ZONING CODE SECTION(S):</b><br><i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> |   |   |
| 1. 25 – 15 Procedure for Special Use Permit Approval  |   |   |

### Submittal Materials

The following materials must be submitted with your application in order to be considered complete. A complete application must be made at least 30 days prior to the Planning Commission meeting for which you wish to be heard. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP – Applicant check list, CTY – City check list

| AP                       | CTY                      | MATERIALS  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Site Plan:</b> A scalable site plan, no larger than 11"x17", must be submitted which demonstrates the following: <ul style="list-style-type: none"> <li>▪ Property dimensions</li> <li>▪ Grading Plan</li> <li>▪ Landscaping, including location of significant trees and/or woodlands</li> <li>▪ Location of utilities</li> <li>▪ Location of existing and proposed buildings (including total square footage, footprint and dimensions to lot lines)</li> <li>▪ Location of existing and proposed curb cuts, driveways and access roads</li> <li>▪ Existing and proposed parking, off-street loading areas (if applicable)</li> <li>▪ Easements (if applicable)</li> <li>▪ Sidewalks and trails</li> </ul> <b>COPIES: 6 copies 11" x 17" or 8 ½" x 11" format</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Written Narrative Describing your request:</b> A written description of your request for the Special Use will   |

Application for: **SPECIAL USE PERMIT**  
City of Oakdale

|                          |                          |  |
|--------------------------|--------------------------|--|
|                          |                          | <p>be required to be submitted as a part of your application. The description must include the following:</p> <ul style="list-style-type: none"> <li>▪ Description of operation or use</li> <li>▪ Hours of operation, including days and times (if applicable)</li> <li>▪ Describe how you believe the requested special use fits the City's comprehensive plan</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Mailing labels with names and address of property owners within 500 feet.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Names, addresses and signatures of ALL owners, and any other person having legal interest, of the property   |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Use Permit application form completed  |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Use Permit Request Supplement  |
| <input type="checkbox"/> | <input type="checkbox"/> | Paid Application Fee: \$400  |

**MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER**

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Survey of the property:</b> An official survey, by a licensed surveyor, must be submitted with the application. The survey shall be scalable and in an 11" x 17" or 8 1/2" x 11" format. |
| <input type="checkbox"/> | <input type="checkbox"/> | Electronic copy of all submittal documents  |
| <input type="checkbox"/> | <input type="checkbox"/> | Any other information which may be deemed necessary to make property decision   |

**Review and Recommendation of the Planning Commission.** The Planning Commission shall consider oral or written statements from the applicant, the public, City Staff, or its own members. It may question the applicant and may recommend approval, disapproval, or continue the application.

**Review and Decision by the City Council.** The City Council shall review the application after the Planning Commission has made its recommendation. The City makes a final determination and either approve or deny the application. Upon receiving final determination from City Council, and before any permits are used, the resolution shall be recorded by the County.

*We, the undersigned, have read and understand the above.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (if different than applicant)

\_\_\_\_\_  
Date







## Mailing labels with names and address of property owner within 500 feet.

The City requires a certified abstractor's listing or a listing from Washington County of property owners within 500 feet of the property of which you are requesting a planning permit. This listing is required for your application to be considered complete.

To purchase the listing from Washington County:

|                         |  |
|-------------------------|--|
| <b>Mailing Address:</b> | Washington County Surveyors Office<br>P.O. Box 6<br>Stillwater, MN 55082       |
| <b>Phone #:</b>         | 651-430-6875   |
| <b>E-mail:</b>          | <a href="mailto:surveyor@co.washington.mn.us">surveyor@co.washington.mn.us</a> |