

HOW TO APPLY FOR A CONDITIONAL USE PERMIT

Pre-application Meeting

The first step in the process is to contact the City of Waseca Community Development Department to arrange a pre-application meeting with the Planning Director, who will act as the City's Project Manager. The purpose of this meeting is to advise applicants about the City's regulations and plans as they relate to the project and to review the City's application, development review, and approval process.

A **Preliminary Development Plan** must be brought to the meeting, as should any other information that has been assembled related to the project.

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, must be submitted as part of a complete application. The City reserves the right to request additional information, as determined necessary by City Staff, to review an application.

Application Fees:

1. A Check payable to the "City of Waseca"
 - Homestead Fee: \$300.00
 - Other Residential: \$700.00
 - Public/Semi-Public: \$400.00
 - Commercial/Industrial: \$700.00
 - Planned Unit Development (PUD): \$700.00
 - Extend CUP (without hearing): \$100.00
2. A Check payable to the "Waseca County Recorder"
 - Standard Fee \$ 46.00

Application Form and Conditional Use Permit Application Checklist

1. Application form. Please submit the completed, signed and dated application form and submit with all other required submittals.
2. Application Checklist. Please check each applicable box to show that the corresponding information/document is being provided to the City with the application. The Application Checklist will expedite the review of your application.
3. Failure to provide any of the required information will result in an incomplete application.

Site and Development Plans

- Five (5) full size scale drawn copies
- One (1) 11" x 17" reduced copy
- One (1) electronic copy of all development plans

Contacts

Planning & Zoning
Bill Green
(507) 835-9738
billg@ci.waseca.mn.us

City Engineer
Tom Kellogg
(507) 835-9716
cityengineer@ci.waseca.mn.us

Director of Utilities
Carl Sonnenberg
(507) 835-9713
carls@ci.waseca.mn.us

REVIEW AND APPROVAL PROCESS

Application Submittal Deadline

The City of Waseca has established a schedule of application submittal deadlines and corresponding Planning Commission and City Council meeting dates at which land use and zoning requests will be considered. A complete application, including all required submittals and application fees, must be received by the Community Development Director no later than 4:00 p.m. on the Submission Deadline established for the corresponding Planning Commission meeting date. Applicants will be provided with a **City of Waseca Planning Schedule** at the pre-application meeting.

Review of Application Submittal

Preliminary Review

The Planning Director, with the input of other department directors as necessary, will review the application submittal to determine if the application is complete. If the application is not complete, the Planning Director will identify what items are outstanding and notify the applicant of the need for additional information. A complete application will be scheduled for a public hearing at the corresponding Planning Commission meeting. Incomplete applications may not advance to the Planning Commission on the corresponding hearing date if incomplete items are not submitted in a time frame that allows City Staff to adequately review the new information.

Formal Review

For large or complex developments, and all multi-family, commercial, and industrial developments, complete application materials are distributed by the Project Manager to members of the Development Review Committee (DRC) for review and comment. The DRC is comprised of members of various City departments involved in the development process. During this stage of the process, the DRC will meet to review, discuss, and make recommendations regarding the application. The applicant will be provided with DRC feedback by the Project Manager. The applicant may also be contacted directly by various City Staff with questions or comments related to the application. Revised plans may be requested before further review is conducted.

For minor requests the Project Manager will consult with other staff as necessary during review of the application. The applicant will be provided with feedback by the Project Manager who will also formulate a recommendation regarding the application. The applicant may be contacted directly by various City Staff with questions or comments related to the application. Revised plans may be requested before further review is conducted.

If during the review process it is discovered that an additional city action or review by another agency is required, the application may be put on hold until additional information is submitted to address the variance issue or additional agency review is complete.

Public Notification

City Code and Minnesota Statutes require the City to hold a public hearing before action is taken on a Conditional Use Permit request. Notice of the public hearing must be mailed to all property owners within 350' within the City and within ¼ mile within the township, of the subject property, and published in the local newspaper at least 10 days prior to the public hearing.

Project Report and Staff Recommendations

Upon review by City Staff and DRC, if required, final plans will be used to compile a detailed report and recommendations to the Planning Commission. This report will be prepared by the Project Manager.

Public Hearing by Planning Commission

- All Planning Commission Meetings are held at 7:00 p.m. on the second Tuesday of each month, in the City Council Chambers at 508 South State Street.
- Prior to the Public Hearing, the Planning Commission and applicant will receive an **Agenda** and **Staff Report**.
- At the hearing, City Staff will make a presentation and recommendations related to the request. The applicant will be provided an opportunity to speak before the Commission if desired. The Planning Commission will discuss the request and recommendations and take input from the public before voting on a recommendation to be forwarded to the City Council regarding action on the request.

Final Action by City Council

- Planning Commission items typically advance to the City Council's second monthly meeting, which is the third Tuesday at 7:00 p.m. in the City Council Chambers at 508 South State Street.
- City Staff will make a brief presentation and announce the Planning Commission's recommendation related to the request. The applicant will be provided an opportunity to speak before the City Council if desired. The City Council will discuss the request and recommendations of the Planning Commission before taking action on the request. There will be a set of conditions upon which the request is granted, that are documented in the Resolution of approval adopted by the City Council. Should the City Council choose to deny a request, a resolution in this regard will be adopted.

Confirmation of Council Decision

Following action by the City Council on the request, the applicant will be notified in a letter and provided with a copy of the adopted resolution. If the project is approved by City Council, the Project Manager will send the approving Resolution and recording fee to the Waseca County Recorder for recording.

CONDITIONAL USE PERMIT APPLICATION CHECKLIST

Property Owner/Project Name _____

Property Address _____

☐ **ALL PLANS MUST BE DRAWN TO SCALE**

☐ **COMPLETED APPLICATION FORM, CHECKLIST, AND APPLICATION FEES**

☐ **SITE PLAN, LANDSCAPE PLAN AND LIGHTING PLANS**

- ☐ Lot lines and lot dimensions.
- ☐ North arrow.
- ☐ Name(s) of abutting streets.
- ☐ Existing structures, showing dimensions, exact placement on lot, separation between structures, and setbacks from lot lines.
- ☐ Verified lot corners.
- ☐ Street boulevard width (distance between the property line and the curb).
- ☐ Verified location and size of all existing utilities, and the location and size of all proposed new utilities.
- ☐ Lot coverage.
- ☐ Building elevations (façades), including garage elevations.
- ☐ Location and dimensions of off-street parking areas.
- ☐ Landscaped areas. A separate landscape plan may be required.
- ☐ Location and type of all existing and proposed lighting, including photometrics.

☐ **CERTIFICATE OF SURVEY**

- ☐ By a registered land surveyor if property line/s cannot be verified and any new structure/s will be close to the required setback line.

☐ **FLOOR PLAN**

- ☐ Show interior dimensions for each level of the building, if proposing an addition to an existing structure.

☐ **GRADING AND DRAINAGE PLANS**

- ☐ Street layout and grades with centerline elevations, sidewalk location and width, and trail location, width, and pavement (new development only or as applicable).
- ☐ Existing and proposed grades showing topographic alterations, proposed methods for controlling storm water runoff, drainage calculations, and SWPPP.
- ☐ Top of curb in front of a lot at corners and high side of proposed driveway.
- ☐ Major (lowest-floor) building corners (building envelope).
- ☐ Lot corner elevations, building setback lines, building pad layout, showing hold down elevations and finished garage elevations, lot drainage pattern, driveway slope.
- ☐ Storm sewer alignment and features.
- ☐ Elevations and boundaries related to lakes, wetlands and ponds (OHWL).
- ☐ Wetland delineation boundaries.
- ☐ Existing wooded areas and trees, including information concerning tree preservation.
- ☐ Location, dimensions, and purpose of all easements.

☐ **UTILITY PLANS**

- ☐ Location, dimension, and purpose of all easements.
- ☐ Location and size of existing and proposed sanitary sewers, water mains, culverts, or other underground facilities within and adjacent to the property, including such data as grades, invert elevations, and location of catch basins, manholes, and hydrants.