



CONDITIONAL USE PERMIT APPLICATION

11955 Champlin Drive / Champlin, MN 55316 / Phone: 763-923-7104 / Fax: 763-421-5256 / www.ci.champlin.mn.us

For the City of Champlin to accept an application submittal, all of the following information shall be submitted at least 30 days prior to the Planning Commission scheduled meeting dates. If any portion of your submittal is incomplete, it may not be accepted or placed on the next Planning Commission agenda. If you should have any questions on the application, please contact Community Development at 763-923-7104 or lsmith@ci.champlin.mn.us.

Process Steps

1. Obtain planning application form and information from Community Development Department.
2. Review meeting schedule, application deadlines, relevant City Code, and pre-application materials and contact Community Development prior to the application deadline.
3. Submit application including the application form, fee and all other items included on the checklist below.
4. Conditional Use Permit approvals require a public hearing at Planning Commission and approval by City Council. The applicant or applicant's agent shall attend the Planning Commission and City Council meetings which address this project.
5. If applicable, review and enter into a development agreement with the City.
6. If the application is approved, the approved resolution must be submitted to Hennepin County for recording and proof of recording must be remitted to the City.

Relevant City Code (Sec. 126-65-70)

Division 2: Conditional Uses:

https://library.municode.com/mn/champlin/codes/code_of_ordinances?nodeId=PTIILADERE_CH126ZO_ARTIIADEN_DIV2COUS

Submittal Checklist

1. Completed application form
2. If applicant is different from property owner, submit a letter from the property owner acknowledging the proposed use and permission for application
3. Statement from the applicant regarding the request for conditional use permit including the current zoning district and detailed description of the proposed use including but not limited to:

general description of business type, hours of operation, number of employees, existing site characteristics including parking, landscaping, and sidewalk conditions

4. Application fee
 - a. Residential Fee: \$300, Residential Escrow: \$500
 - b. Commercial/Industrial Fee: \$450, Commercial/Industrial Escrow: \$1,000
5. Complete set of plans and supportive data
6. Reimbursement agreement
7. 11" x 17" reproducible copy of the plan (if applicable)
8. Any additional material (photos, testimony, supporting data as needed)

Process Following Application Submittal

After receipt, your application will be evaluated by the City staff. The criteria for this evaluation will be the degree of compliance between the proposal and the City Code, which specifies the grounds for granting a **conditional use permit**. The City will prepare comments and recommendations regarding the application.

Information regarding your request will be sent to property owners within 350-500 feet of your property prior to the meeting for which you are scheduled. You will receive a copy of the report prior to the meeting.

At the public hearing, the City will present the report and the recommendations. You will be given an opportunity to address the Commission and make any comments. Next, the Commission will open the public hearing and allow for any additional testimony. After questions and comments, the Planning Commission will discuss the request and make a formal recommendation to the City Council. The City Council will act on the request at their meeting.

Notes: ** Conditional use permits that are issued but not used within one (1) year of the date of the approval shall lapse.*

** Conditional uses may be reviewed by the City Council after one (1) year.*

** Conditional use permits are recorded with the property.*