



CITY OF INVER GROVE HEIGHTS

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

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 at 651-450-2545.

- A completed Planning Application Form with the appropriate fees.
- A written narrative clearly describing the request.
- One 11 x 17 paper copy and/or electronic plan set 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 in Word format.
- For one chair beauty salons the following is required:
 - a. Engaged in only by persons residing in the subject dwelling
 - b. Conducted entirely within the dwelling, not in attached or detached accessory structures
 - c. When the home occupation is a beauty/barber shop, entrance to the home occupation shall be a separate direct entrance and shall not be from within the dwelling.



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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: _____ Cell Phone: _____
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 Dev |
| _____ Comp Plan Amendment | _____ Final Plat | _____ Zoning Code Amendment |
| _____ Waiver of Plat | _____ Admin Sub | _____ 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: _____ |

| REQUEST TYPE | BASE FEE | ABSTRACT FEE | GIS FEE | ESCROW* | TOTAL |
|--|---------------------|---------------------|---------------------|-------------------|--------------|
| Administrative Subdivision | \$200 | | \$25/lot | | \$ |
| Comprehensive Plan Amendment | \$500 | | \$50 | \$2,500 | \$ |
| Comprehensive Plan Amendment - Minor | \$200 | | | \$250 | \$ |
| Conditional Use Permit | \$500 | \$52 | | \$6,000 | \$ |
| Conditional Use Permit - Amendment | \$150 | \$52 | | \$1,000 | \$ |
| Conditional Use Permit - single-family residential | \$250 | \$52 | | | \$ |
| Determination of Substantially Similar Use | \$200 | | | \$200 | \$ |
| Final Plat - single family | \$500 | \$52 | \$25/lot | \$6,000 | \$ |
| Final Plat - other (i.e. Commercial or Industrial) | \$200 | \$52 | \$100/acre | \$6,000 | \$ |
| Interim Use Permit | \$500 | \$52 | | \$1,250 | \$ |
| Major Site Plan Review | \$500 | | | \$6,000 | \$ |
| Non-Conforming Use Certificate | \$500 | \$52 | | \$1,250 | \$ |
| Northwest Area Environmental Studies Fee (Paid with Final Plat/PUD in NWA) | \$80/gross acre | | | | \$ |
| Northwest Area Sketch Plan Review | | | | \$1,000 | \$ |
| Planned Unit Development (PUD) - Preliminary | \$1,000 + plat fees | \$52 | | \$6,000 | \$ |
| Planned Unit Development (PUD) - Final | \$500 | \$52 | | \$6,000 | \$ |
| Planned Unit Development - Amendment | \$250 | \$52 | | \$2,000 | \$ |
| Preliminary Plat | \$500 + \$5 per lot | | | \$6,000 | \$ |
| Rezoning | \$500 | | \$50 | \$500 | \$ |
| Street Dedication | \$150 | \$52 | \$50 | | \$ |
| Street/Easement Vacation | \$150 | \$52 | \$50 | \$500 | \$ |
| Variance | \$200 | \$52 | | | \$ |
| Waiver of Plat | \$300 | \$52 | \$25 | | \$ |
| Wetland Replacement Plan | \$200 | | \$100/acre | \$2,500 | \$ |
| Zoning Code Amendment | \$500 | | | \$500 | \$ |
| Zoning Code Amendment - Minor | \$100 | | | \$250 | \$ |
| Zoning Interpretation Appeal | \$500 | | | \$1,000 | \$ |
| 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: _____