



## CITY OF INVER GROVE HEIGHTS

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

### **CONDITIONAL USE PERMIT AND/OR MAJOR SITE PLAN REVIEW**

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.
- An Abstractor's Certificate with a list of names and addresses of the property owners within 350 feet of the property in consideration. If the property is not served by municipal sanitary sewer a list of names and addresses of the property owners within 1,000 feet of the property in consideration.  
\*\*An Abstractors Certificate can be obtained at abstract and title companies. Please note the abstract certificate may take up to two weeks to prepare.
- A written narrative clearly describing the request.
- Legal description of property under consideration in Word format.
- Two (2) folded full size copies, one set of 11 x 17 reductions, and one electronic plan set of the following information:

Site Plan containing the following:

- Certificate of Survey
- Name and address of developer/owner
- Name and address of architect/designer
- Date of plan preparation
- Name of project or development
- Scale of plan (engineering scale only, preferably at 1-inch equals 50 feet or less)
- North point indication
- Lot dimension and area
- Required and proposed setbacks
- Location, setback, and dimension of all buildings on the lot including both existing and proposed structures
- Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question
- Location, number, dimensions, and type of surfacing material of existing and proposed parking spaces
- Location, number, dimensions, and type of surfacing material of existing and proposed loading spaces
- Curb cuts, driveways
- Type of surfacing material
- Vehicular circulation
- Sidewalks and walkways
- Location and type of all proposed lighting
- Location of recreational and service areas
- Location of rooftop equipment and proposed screening
- Provisions for storage and disposal of waste, garbage, and recyclables

- Location, sizing, and type of water and sewer system mains, fire hydrants closest to the property and proposed service connections

Grading and Drainage Plan including the following:

- Existing contours at two (2) foot intervals
- Proposed grade elevations, two (2) foot maximum intervals
- Drainage plan including configuration of drainage areas and calculations
- Storm sewer, catch basins, invert elevations, type of castings, and type of materials
- Spot elevations
- Proposed driveway grades
- Surface water ponding and treatment areas
- Erosion control measures
- Sanitary sewer and water plan

Landscape Plan (Title 10, Chapter 15, Section 11), including the following:

- Planting Schedule (table) containing:
  - Symbols
  - Quantities
  - Common names
  - Botanical names
  - Sizes of plant material
  - Root specification (bare root, balled and burlapped, potted, etc.)
  - Special planting instructions
- Location, type, and size of all existing significant trees to be removed or preserved
- Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone)
- Typical sections in details of fences, tie walls, planter boxes, tot lots, picnic areas, berms, and the like
- Typical sections of landscape islands and planter beds with identification of materials used.
- Details of planting beds and foundation plantings
- Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques
- Delineation of both sodded and seeded areas with respective areas in square feet
- Coverage plan for underground irrigation system, if any
- Where landscape or man-made materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation
- Other existing or proposed conditions which could be expected to affect landscaping

Other Plans where applicable and where may be required by the Zoning Administrator:

- Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces)
- "Typical" floor plan and "typical" room plan
- Extent of and any proposed modifications to land within the Wetland, Shoreland, Critical Area or Floodplain Districts as described and regulated in this Chapter
- Wetland delineation report
- Type, location, and size (area and height) of all signs to be erected upon the property in question
- Tree protection and preservation plan where required (requirements can be found in City Code Title 10, Chapter 15, Article D)

- Floor plan and architectural elevations of proposed buildings, additions, and changes to existing structures.

- ❑ Proof of ownership of the land for which a conditional use permit or major site plan is requested.
- ❑ At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).



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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. _____	<b>60 Day Deadline:</b> _____

<b>REQUEST TYPE</b>	<b>BASE FEE</b>	<b>ABSTRACT FEE</b>	<b>GIS FEE</b>	<b>ESCROW*</b>	<b>TOTAL</b>
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	\$
<b>TOTAL CUMULATIVE FEES</b>	<b>\$ Code "AV"</b>	<b>\$ Code "AV"</b>	<b>\$ Code "CB"</b>	<b>\$ Acct. #</b>	<b>\$</b>

\*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):

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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.

\_\_\_\_\_ Dated: \_\_\_\_\_  
Property Owner

(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.)

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**OFFICE USE ONLY**

Case No: \_\_\_\_\_ Applicant: \_\_\_\_\_



## **CITY OF INVER GROVE HEIGHTS**

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Dear Applicant:

As outlined in the Planning Application Form, the City of Inver Grove Heights requires a cash escrow deposit to cover all costs directly related to processing your application. These costs include City staff time, administrative costs, and costs for any consultants essential to complete the application's review.

The City makes every effort to minimize the cost of reviewing your application. To be most effective at this, it is important that you submit complete documents, plans, and designs. Incomplete submittals typically result in increased review time and may require more of the City's consultants to become involved in the review. For example, if the City Attorney is required to draft legal documents that your attorney could draft, your escrow account would have to cover the City Attorney's time.

If your escrow deposit is depleted before the application is concluded, you will be required to make an additional deposit. In all cases, any negative balance in your escrow account will need to be paid prior to releasing City approvals of your application. Excess escrow will be refunded to you after final action is taken by the City Council and all billings are posted to your account.

Please contact the City Planner at 651-450-2554 if there are unanswered questions or you are unsure how to proceed.

Sincerely,

CITY OF INVER GROVE HEIGHTS

Acknowledgement by applicant that this letter has been read and understood:

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(Applicant's signature)

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(date)