

Conditional use permit

Requirements and process overview

It is through the development, redevelopment and preservation of the city—in accordance with the city’s comprehensive plan, development standards and zoning requirements—that the city is shaped to the form and characteristics deemed desirable and suitable. In order to mitigate potential impacts on surrounding areas or neighborhoods, certain uses require the approval of a conditional use permit.

Once submitted, the conditional use permit application will be reviewed by the community development department and presented to the St. Louis Park Planning Commission at a public hearing. The planning commission will make a recommendation of approval or denial to the St. Louis Park City Council, along with any conditions that should be attached if the recommendation is to approve the request.

To make the application complete and to permit formal acceptance of your application by the community development department, you must provide the following information and complete all requirements under the submittal checklist. No application will be formally accepted without fulfillment of these requirements.

Before submitting

The applicant is encouraged to discuss the proposal with the community development department prior to completion of final conditional use permit plans and submitting an application.

NOTE: The applicant must be the current fee owner of the property, have written approval from the owner or the owner’s signature must be on the application.

Submittal checklist

- [Planning and zoning application](#), submitted electronically through ePermits.
 1. Click “Apply for Permit” in the upper left corner of the website.
 2. Register for an account as a “Plan Submitter” or login with a previously created account.
 3. On the Permits page, select “Planning & Zoning Application” under Planning Applications on the left side of the website.
 4. Click “I Agree – Apply for Permit” after reviewing permit information
 5. Provide the following information:
 - Primary property address
 - Your contact information, as the Plan Submitter
 - Type of work
 - Type(s) of application(s)
 - Current fee owner name and contact information
 - Addresses of all properties in the project
 - Property type
 - A concise statement summarizing the project to be published on the city website. This should be approximately 50 words.
 - Project’s current zoning district.
 - To determine the existing zoning visit the [Official Zoning Map](#).
 - Acknowledgement and signature

- Supplemental information, submitted electronically through ProjectDox. Once you have applied with ePermits above, ProjectDox will email you with information on how to create an account and upload the following materials under the permit number created by ePermits:
 - A project narrative, including the existing land use, proposed conditional use, and how the proposed project will meet all conditions for the conditional use, as specified by the zoning code
 - Contact information and signature of current fee owner of the property, consenting to the Plan Submitter to submit an application for their property.
 - Contact information for the following:
 - Civil Engineer
 - Architect
 - Developer
 - Landscape Architect
 - Surveyor
 - A complete and accurate legal property description in digital text format that can be copied and pasted, such as Word or PDF. If the property is Torrens, a copy of the most current certificate of title must accompany the application. If the property is not Torrens, a copy of the most recent document which transferred title (e.g., a warranty deed) must accompany the application.
 - PDF of names and address labels of all property owners within 350 feet of the boundaries of the parcel requested to be changed. The source of the names and addresses must be from Hennepin County. Visit <https://gis.hennepin.us/locatenotify/default.aspx> to create the mailing label package, including a map showing the notice area.
 - [Site plan worksheet](#)
 - A detailed description of your request for a conditional use permit. Be sure to address the following items:
 - The effect of the proposed use on the health, safety and welfare of occupants of surrounding lands.
 - The effect on existing and anticipated traffic conditions, including parking facilities on adjacent streets.
 - The effect on property values in the surrounding area.
 - The consistency of the proposed use with the principals, goals and objectives of the comprehensive plan.
 - Copies of both the approved plan and proposed modifications (if modifications are being proposed to an approved conditional use permit).
 - Survey, site plan and development plans submitted and numbered as specified in the [Electronic Plan Review Guide](#). The following information must be included:
 - Map or plat showing the lands proposed for the conditional use permit and all lands within 350 feet of the boundaries of the property
 - Survey of the property showing all property lines, topography, existing and proposed structures (including dimensions and distances to property lines and other buildings), existing streets, alleys, private roads, fire lanes and easements
 - Access points, driveways, and bicycle and vehicular parking areas, including striping and number of spaces

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- Landscaping and ground cover, including existing to be retained (include tree protection measures and details), existing to be removed and proposed—all identified by size, type species and quantity
 - Grading, drainage and stormwater plans with existing and proposed topography prepared by a professional civil engineer registered in the state and adopted
 - Utility plans prescribing locations for city water, sewer, fire hydrants, manholes, power, telephone, cable lines, natural gas mains and other service facilities prepared by a professional civil engineer registered in the state and adopted
 - General floor plans, elevations and building height for all existing and proposed structures
 - Percent of Class I and Class II building materials for all elevations
 - Proposed signage
 - Lighting plan, including photometric plan and details of all exterior light fixtures
 - A legend identifying the legal description, size of parcel, use(s) and square footage, number of units and density of residential, building height, floor area ratio, ground floor area ratio, impervious surface ratio, setbacks on all sides, graphic scale, north point and usable open space
- Construction and staging information, including anticipated start date, duration of project, haul route and approximate number of trucks required for excavation or fill
 - Additional items may be required upon request (traffic study and/or shadow study)
 - 3D digital model
 - If a 3D digital model is produced, the city requests a copy of a properly geolocated 3D digital model of the proposed building in .kml, .kmz, .dae, or .obj formats. The location and elevation coordinates should be in WGS84.
 - For projects submitting a 3D digital model, a signed [3D Model Usage Policy](#) is also required.
 - [Filing fee](#) (collected electronically through ePermits after staff have reviewed application materials uploaded into ProjectDox). Note, your application will not be found complete until the filing fee has been paid.

An application is not complete until all of the above items are satisfied. Some applications and/or development plans may have unresolved matters which would delay consideration.