



Planning & Zoning Department

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Conditional Use Permit Checklist

General Information

In granting a conditional use permit, the Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use on the Comprehensive Plan and upon the health, safety, morals and general welfare of occupants of surrounding lands. Among other things, the Council shall make the following findings where applicable: (Ref: Annandale City Zoning Ordinance Section 150.14).

- The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.
- The use will be sufficiently compatible with, or separated by distance or screening from, adjacent uses will not be depreciated in value, the use will not change the essential character of the neighborhood, and there will be no deterrence to the development of the vacant land.
- The structure and site shall have an appearance that will not have an adverse effect upon adjacent properties.
- The use, in the opinion of the Council, is reasonably related to the overall needs of the City and to the existing land use and will not endanger the public health, safety, morals, comfort, convenience, or general welfare of the neighborhood or the City.
- The use is not in conflict with the Comprehensive Plan of the City.
- The use will not cause a traffic hazard or congestion.
- Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.
- The use will not impair an adequate supply of light and air to adjacent property.

Additional Conditions: In permitting a new conditional use or the alteration of an existing conditional use, the Council may impose, in addition to the standards or requirements expressly specified by the Ordinance, additional conditions which the Council considers necessary to protect the best interest of the surrounding area or the community as a whole. The conditions may include, but are not limited to the following:

- Increasing the required lot size or yard dimension.
- Limiting the height, size or location of the buildings.
- Controlling the location and number of vehicle access points.
- Increasing the street width
- Increasing the number of required off-street parking spaces.
- Limiting the number, size, location or lighting of signs.

THE FOLLOWING CHECKLIST MUST BE COMPLETED IN ORDER FOR A SITE PLAN REVIEW APPLICATION TO BE CONSIDERED COMPLETE (THE ZONING ADMINISTRATOR MAY WAIVE ANY ITEM BY INITIALING NEXT TO THE CHECK BOX).

Verify that the proposed project is an acceptable use within the district the property is located by circling it on the correct list that follows. Also take note of City Code sections listing design and development standards which the conditional use permit will need to meet:

RESIDENTIAL DISTRICTS

Agricultural District

Conditional Use	Design Standards Code Section
Commercial Greenhouses	150.22; 150.40; 150.48
Golf Course and Clubhouses	150.22; 150.40; 150.48
Home Occupation	150.22; 150.40; 150.48

One Family Residential

Conditional Use	Design Standards Code Section
Residential accessory apartment in an owner-occupied, single family dwelling	150.23; 150.40; 150.48
Churches and cemeteries	150.23; 150.40; 150.48
Publicly owned facilities	150.23; 150.40; 150.48
Solar Energy Systems and Solar Structures	150.23; 150.40; 150.48
Towers supporting amateur radio antennas	150.23; 150.40; 150.60
Towers supporting commercial antennas	150.23; 150.40; 150.60
Golf Course and Clubhouses	150.23; 150.40; 150.48

One and Two Family Residential District

Conditional Use	Design Standards Code Section
Residential accessory apartment in an owner-occupied, single-family or two-family dwelling	150.24; 150.40; 150.48
Churches and cemeteries	150.24; 150.40; 150.48
Publicly owned facilities	150.24; 150.40; 150.48
Manufactured home park	150.24; 150.40; 150.48
A state licensed residential facility or a licensed daycare facility	150.24; 150.40; 150.48
Solar Energy Systems and Solar Structures	150.24; 150.40; 150.48
Towers supporting amateur radio antennas	150.24; 150.40; 150.60
Towers supporting commercial antennas	150.24; 150.40; 150.60
Golf Course and Clubhouses	150.24; 150.40; 150.48

Medium Density Residential District

Conditional Use	Design Standards Code Section
Nursing Homes	150.26; 150.40; 150.48
Boarding Houses	150.26; 150.40; 150.48
A state licensed residential facility or a licensed daycare facility	150.26; 150.40; 150.48
Manufactured home park	150.26; 150.40; 150.48
Publicly owned facilities	150.26; 150.40; 150.48
Towers supporting commercial antennas	150.26; 150.40; 150.60
Golf Course and Clubhouses	

High Density Residential District

Conditional Use	Design Standards Code Section
Hospitals, clinics, nursing homes, etc	150.27; 150.40; 150.48
Boarding Houses	150.27; 150.40; 150.48
Churches and Cemeteries	150.27; 150.40; 150.48
A state licensed residential facility or a licensed daycare facility	150.27; 150.40; 150.48
Publicly owned facilities	150.27; 150.40; 150.48
Manufactured home park	150.27; 150.40; 150.48
Towers supporting amateur radio antennas	150.27; 150.40; 150.60
Towers supporting commercial antennas	150.27; 150.40; 150.60
Golf Course and Clubhouses	150.27; 150.40; 150.48

Elderly Housing District

Conditional Use	Design Standards Code Section
Housing for Elderly Persons	150.29; 150.40; 150.48

COMMERCIAL DISTRICTS

Central Business District

Conditional Use	Design Standards Code Section
On and Off Sale Liquor Establishments	150.30; 150.40; 150.49
Solar Energy Systems and Solar Structures	150.30; 150.40; 150.49
Dance Halls, theaters, roller skating rinks and bowling alleys	150.30; 150.40; 150.49
Towers that comply with the Tower provisions of the Ordinance	150.30; 150.40; 150.60
Drive In and Convenience Food Establishments	150.30; 150.40; 150.49
Licensed daycare facilities	150.30; 150.40; 150.49

Central Business – Fringe District

Conditional Use	Design Standards Code Section
On and Off Sale Liquor Establishments	150.32; 150.40; 150.49
Building and supply dealers	150.32; 150.40; 150.49
The sale of cars, pickups and recreational vehicles and equipment	150.32; 150.40; 150.49
Hospitals and other facilities	150.32; 150.40; 150.49
Towers the comply with the Tower provisions of the Ordinance	150.32; 150.40; 150.60
Automobile service stations, fuel stations, and car washes	150.32; 150.40; 150.49
Veterinary clinics and small animal hospitals	150.32; 150.40; 150.49
Rental of equipment and tools	150.32; 150.40; 150.49
Dance Halls, theaters, roller skating rinks and bowling alleys	150.32; 150.40; 150.49
Drive In Establishments	150.32; 150.40; 150.49
Licensed daycare facilities	150.32; 150.40; 150.49

Highway Commercial District

Conditional Use	Design Standards Code Section
Building and supply dealers	150.33; 150.40; 150.49
The sale of cars, pickups and recreational vehicles and equipment	150.33; 150.40; 150.49
Mini-storage facilities serving multiple tenants	150.33; 150.40; 150.49
On and Off Sale Liquor Establishments	150.33; 150.40; 150.49
Rental of equipment and tools	150.33; 150.40; 150.49
Towers the comply with the Tower provisions of the Ordinance	150.33; 150.40; 150.60
Automobile service stations, fuel stations, and car washes	150.33; 150.40; 150.49
Veterinary clinics and small animal hospitals	150.33; 150.40; 150.49
Hospitals and other facilities	150.33; 150.40; 150.49
Dance Halls, theaters, roller skating rinks and bowling alleys	150.33; 150.40; 150.49
Farm implement dealers	150.33; 150.40; 150.49
Licensed daycare facilities	150.33; 150.40; 150.49

Industrial District

Conditional Use	Design Standards Code Section
Towers the comply with the Tower provisions of the Ordinance	150.34; 150.40; 150.60
Adult Use Establishments	150.34; 150.40; 150.49
Motels/Hotels	150.34; 150.40; 150.49
Industrial uses itemized as Permitted Uses containing child daycare facilities	150.34; 150.40; 150.49
Licensed daycare facilities	150.34; 150.40; 150.49
Mini-storage facilities serving multiple tenants	150.34; 150.40; 150.49

- The property owner or its agent shall meet with the Zoning Administrator to discuss the project and what will need to be complete the application.
Date of Meeting: _____
- All requested information must be submitted at least thirty (30) days before the Planning Commission meeting in which the permit is to be reviewed. Please refer to the "Application Deadlines and Hearing Dates" document for specific deadlines.
- Submit the Application of Planning Consideration to the Zoning Administrator.
- Submit the Conditional Use Permit application fee as prescribed in the City Fee Schedule.

- Submit an accurate list of property owners' names and addresses within the affected zone and within three hundred and fifty (350) feet of the outer boundaries of the property in question.
- Submit a narrative and/or illustrations outline the proposed use and why it should be considered
- Submit to scale, eight (8) full size site plans, two (2) 11x17, and one (1) electronic copy of the following to the Planning Department:
 - Survey showing:
 - North arrow
 - Legal description of the property
 - Names of all abutting streets
 - Dimensions of all lot lines, setbacks, and easements of record
 - Parking, ingress and egress, and traffic flow design
 - Site grading plan, stormwater drainage plans and other utility location
 - Sanitary sewer and water plan
 - Fire protection including hydrants
 - Pavement design, proposed landscaping and lighting designs and signage plans
 - Grade elevations at the lot corners, crown of street, existing and proposed at all major corners of proposed structures, proposed lowest floor, proposed garage floor, and proposed top of foundation
 - Any other site related information which may be requested by the Administrator, City staff, consultants, or the Planning Commission or City Council.
 - Significant trees and existing vegetation
 - Wetlands on property and adjacent to property line
 - Impervious surface calculations
 - Shoreland Overlay district if applicable
 - If located within a floodplain, FEMA Floodplain ordinary and high water levels.
 - Site Plan of proposed improvements showing the following:
 - Location and dimensions of all buildings, parking areas, storage areas, driveways, access points, and berms
 - Setbacks from front, side and rear lot lines
 - Easements
 - Tree Preservation Plan
 - Landscape Plan including species and sizes
 - Drainage and stormwater plan
 - Utility Plan
 - Signage Plan
 - Lighting Plan
 - Floor plan and building elevations, including building materials of all sides of the building.

- Submit a table of all proposed uses by type and square footage, including estimated water and sewage usage.
- Submit any further information requested by the Zoning Administrator, in order to allow for reasonable review of the development
- Obtain approval from the Watershed District in which the property is located.
- Submit any further information requested by the Zoning Administrator, in order to allow for reasonable review of the development

Process following application completion (Ref. Annandale City Zoning Ordinance Section 150.14):

The Planning Commission shall hold the public hearing and then shall study the application to determine possible adverse effect of the proposed special use and to determine what additional requirements may be necessary to reduce such adverse effects before recommending approval, denial, or conditional approval. The Planning Commission shall transmit its recommendation to the City Council for final decision.

The Council shall take appropriate action on the request for a conditional use after receiving the recommendations by the Planning Commission. If it grants the conditional use permit, the Council may impose conditions it considers necessary to protect the public health, safety and welfare.

Where a conditional use permit has been issued pursuant to the provisions of the Ordinance, such permit shall become null and void without further action by the Planning Commission or the Council unless the work authorized by the permit commences within one (1) year of the date of granting such special use. A conditional use permit shall be deemed to authorize only one particular use and shall expire if that use shall cease for more than twelve (12) consecutive months.

No application of a property owner for a conditional use permit shall be reconsidered by the City Council within the one (1) year period following denial of such request, except the City Council may permit a new application or reconsideration, if in the opinion of the City Council, it is warranted by new evidence or a change of circumstances.

In the event that the applicant violates any of the condition set forth in the permit, the conditional use permit may be revoked by the Council. The City may inspect the premises annually to monitor the permit conditions and the property owner will be responsible for payment of the monitoring fee as established by the Council from time to time.

Further question or information:

Feel free to contact the Planning & Zoning Department at 320.274.3055

3-13-07