



**CONDITIONAL USE PERMIT APPLICATION**

The City of Vadnais Heights  
800 East County Road E • Vadnais Heights, MN 55127  
Phone: 651.204.6015 • Fax: 651.204.6100  
www.cityvadnaisheights.com

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Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_ - \_\_\_ - \_\_\_\_\_ Cell: \_\_\_ - \_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

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Fee Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_ - \_\_\_ - \_\_\_\_\_ Cell: \_\_\_ - \_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

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Property Address: \_\_\_\_\_

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Legal Description of Property (attach separate sheet if necessary): \_\_\_\_\_

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Zoning: \_\_\_\_\_ Land Use Designation: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

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Description of Special Use Permit Request: \_\_\_\_\_

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\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (if different from applicant)

\_\_\_\_\_  
Date



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**Application Fees & Escrows**

Single Family Uses, including standard home occupations: Fee: \$500 Escrow: \$1,000*	Minor Home Occupations (per Section 38-98 of City Code): Fee: \$250
All Other Conditional Use Permits: Fee: \$1,000 Escrow: \$1,500*	Amendments to Approved Permits: Fee: 75% of the above fees Escrow: \$1,500*

\*All planning cases are subject to a minimum escrow fee to cover any consulting costs the City may incur. Additional charges may apply if the consulting costs exceed the escrow amount. The escrow may be waived, reduced, or increased by the City Planner on a project-by-project basis. For applications that involve excessive staff time, services performed by City staff will be billed at actual payroll costs including hourly rates, payroll taxes, and benefit charges.

**Items to Accompany Application**

1. A site plan and/or survey\*\* drawn to scale showing:
  - a. Property dimensions; topography at one-foot intervals; water courses (wetland, floodplain, shoreland, etc.); utilities; easements; curb cuts/driveways; sidewalks; access roads; parking spaces; and off-street loading area.
  - b. Location of all existing and proposed buildings, include dimensions, square footage, and setbacks.
  - c. Location of all other structures, such as fences or retaining walls.
2. Landscape Plan.
3. Grading Plan.
4. Floor Plan and Colored Building Elevations indicating proposed building materials.
5. Written Narrative explaining the request in detail.
6. Property Report.
7. Signed Payment of Costs Agreement.

\*\*City staff may require the submittal of a survey completed by a licensed surveyor.

**Acceptance of Application**

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted.

Date Received: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Application Number: \_\_\_\_\_

\_\_\_\_\_  
Planning/Community Development Director Date

\_\_\_\_\_  
City Administrator Date

The signature and acceptance by city staff does not constitute approval of this application request.



## CONDITIONAL USE PERMIT APPLICATION FILING REQUIREMENT INFORMATION

The City of Vadnais Heights  
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### Filing Requirement Information

Certain land uses in a particular zoning district must meet reasonable conditions in order to be acceptable in a given location or circumstance. When such circumstances exist, a Conditional Use Permit may be granted, which spells out the conditions under which it is approved. Permits are granted for a particular use on a particular property and not for a particular person or firm. Conditional Use Permits were formerly known as Special Use Permits. Therefore, any existing Special Use Permit can be amended under the procedures for a Conditional Use Permit.

This document is intended to assist the applicant with the Conditional Use Permit process. Permit procedures are described in Section 38-43 of the Zoning Code, which can be accessed online at [www.cityvadnaisheights.com](http://www.cityvadnaisheights.com). The goal is to make the development process as economical and efficient as possible. Applications are reviewed and recommended on by the Planning Commission, and then approved or denied by the City Council. The Planning Commission meets on the fourth Tuesday of each month, and the City Council meets on the first and third Tuesday of each month.

Conditional Use Permit reviews require a public hearing before the Planning Commission, with notices published and mailed to property owners within 350 feet of the subject property at least ten days prior to the hearing. Therefore, in order to have necessary reviews and reports completed for the Planning Commission, the public, and the applicant, materials must be submitted according to the *Land Use Application Submission and Meeting Schedule*, usually about five weeks prior to the Planning Commission meeting.

The applicant will be notified within 15 days of the City receiving the application if it is incomplete and what information is missing. Once an application is considered complete, the City has sixty (60) calendar days to complete its review and either approve or deny the application. In compliance with applicable state statutes, the City may extend the application review period for another sixty (60) days with written notice to the applicant.

All approved Conditional Use Permits are formalized in a Development Agreement prepared by the City, and recorded with the Ramsey County Recorder's Office.

**NOTE:** The Development Review Committee (DRC) meets weekly and strongly encourages persons who are or will be seeking application approval from the City to schedule a meeting(s) to review site plan concepts and requirements. Meeting with the DRC is intended to assist the applicant with the application process. The DRC consists of the City Planner, City Engineer, City Administrator, Building Official, and the Fire Chief. Meetings with the DRC can be scheduled through Nolan Wall, Planning/Community Development Director, by e-mail at [nolan.wall@cityvadnaisheights.com](mailto:nolan.wall@cityvadnaisheights.com) or by phone at (651) 204-6027.