

COLUMBIA HEIGHTS

CONDITIONAL USE PERMIT APPLICATION - SUBMISSION CHECKLIST

The City reserves the right to require additional submittal items if it is deemed necessary to act upon the Conditional Use Permit. Engineering approval may also be required and must meet engineering requirements set by the City Engineer or contained in the City Code.

CONDITIONAL USE PERMIT DOCUMENTS AND REQUIREMENTS	RECEIVED
1. Plans to be submitted should include (20) 11 x 17 copies to scale, and a PDF file of full plan set submitted digitally (including application and narrative). Note: Digital submissions MUST be 11 x 17 @ 300 dpi and file size must be under 20 mb.	
2. Photograph(s) showing location of proposal and its relationship to the site and existing buildings.	
3. Samples or photographs of building materials.	
4. Show adjacent roadways.	
5. Show north point indication.	
6. Date of plan preparation.	
7. Dates and description of all revisions.	
8. Scale of plan in both text and graphical format (engineering scale only, at 1"=50' or less).	
9. Legend of all symbols, abbreviations, and linework either in one centralized location or on each sheet.	
10. Engineering/architectural certification, in conformance with the State of Minnesota requirements, on each sheet	
Application form	
1. Completed application, with fee. (Application signed by both property owner and applicant) 2. Detailed narrative/reason for request. (See page 2 of application document)	
Conditional Use Site Plan (where applicable)	
1. Vicinity map	
2. An accurately scaled site plan showing the location of proposed and existing buildings	
3. Vehicular access and parking areas	
4. Landscape plan	
5. Elevation views and renderings of all proposed buildings and structures, specifying building materials	
6. Grading and Drainage Plan with existing and proposed two-foot contours and all other features as required	
7. All other site features	

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The Conditional Use Permit process is intended as a means of reviewing uses which because of their unique characteristics cannot be permitted as a right in a specific zoning district, but may be allowed upon demonstration that such use meets identified standards established in this article. A Conditional Use Permit is granted for a specific use of a specific property, and may be transferred to subsequent owners as long as the conditions agreed upon are observed.

Required Findings

Required findings: The City Council shall make each of the following findings before granting a Conditional Use Permit:

- (a) The use is one of the conditional uses listed for the zoning district in which the property is located, or is substantially similar in use, as determined by the Zoning Administrator.
- (b) The use is in harmony with the general purpose and intent of the Comprehensive Plan.
- (c) The use will not impose hazards or disturbing influences on neighboring properties.
- (d) The use will not substantially diminish the use of property in the immediate vicinity.
- (e) The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.
- (f) The use and property upon which the use is located are adequately served by essential public facilities and services.
- (g) Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.
- (h) The use will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of other uses in the immediate vicinity.
- (i) The use complies with all other applicable regulations for the district in which it is located.

Conditions of approval: The Planning Commission may establish any reasonable conditions of approval that are deemed necessary to mitigate adverse impacts associated with the conditional use, to protect neighboring properties, and to achieve the objectives of this article.

Revocation: Failure to comply with any condition set forth as part of a conditional use permit shall be a violation of this article and is subject to the enforcement process identified in this section. Continued non-compliance shall be grounds for revocation of the conditional use permit, as determined by the City Council following a public hearing on the issue.

Discontinuance: When a conditional use has been established and is discontinued for any reason for a period of one year or longer, or where a conditional use has been changed to a permitted use or any other conditional use, the conditional use permitted shall be considered abandoned.