



# 2017 Application for Special Land Use Action

Staff contact: Dan Olson  
 tel: 763-531-1142 fax: 763-531-1188  
[dan.olson@crystalmn.gov](mailto:dan.olson@crystalmn.gov)  
 4141 Douglas Dr N Crystal MN 55422  
[www.crystalmn.gov](http://www.crystalmn.gov)

PROPERTY: Address: \_\_\_\_\_ Henn. Co. P.I.D. \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ Tel: \_\_\_\_\_

Email address: \_\_\_\_\_

U.S. Mail address: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ Tel: \_\_\_\_\_

Email address: \_\_\_\_\_

U.S. Mail address: \_\_\_\_\_

| TYPE OF APPLICATION:<br>(check all that apply) | APPLICATION FEE (nonrefundable) | REQUIRED ATTACHMENTS<br>(See description on page 2) |
|--|---------------------------------|---|
| ___ Administrative Appeal                      | \$200                           | 1 - - - - 6 -                                       |
| ___ Comprehensive Plan Amendment               | \$500 + \$500 escrow            | - - - - - 6 - 8                                     |
| ___ Conditional Use Permit                     | \$500 + \$500 escrow            | 1 - - - - 6 - 8                                     |
| ___ Lot Division / Realignment of Lot Lines    | \$500 + \$500 escrow            | - - 3 - - 6 - 8                                     |
| ___ Plat                                       | \$500 + \$50 per lot over 2     | - 2 - - 5 6 7 8                                     |
| ___ Rezoning or Zoning Text Amendment          | \$500 + \$500 escrow            | - - - - - 6 - 8                                     |
| ___ Site Plan Review                           | \$500 + \$250 escrow            | - 2 - 4 - 6 7 8                                     |
| ___ Vacation of a public street or easement    | \$500 + \$500 escrow            | - 2 - - - 6 - 8                                     |
| ___ Variance                                   | \$500 + \$250 escrow            | 1 - - - - 6 - 8                                     |
| ___ Planned Development                        | \$1,000 + \$1,000 escrow        | - 2 - - 5 6 7 8                                     |
| ___ Telecommunication Tower                    | \$2,000, + \$10,000 escrow      | - 2 - 4 - 6 7 8                                     |

TOTAL FEE: \$ \_\_\_\_\_ ATTACHMENTS: \_\_\_\_\_

**SIGNATURES:** The applicant and property owner certify that:

- I am making application for the described action by the City and am responsible for complying with all requirements with regard to this request. This application should be processed in my name. The City should contact me regarding any matter pertaining to this application.
- I have read and do understand the instructions supplied by the City of Crystal for processing this application, and I will keep myself informed of the deadlines for submission of material and of the progress of this application.
- The documents and information I have submitted are true and correct to the best of my knowledge.

APPLICANT \_\_\_\_\_ (date) \_\_\_\_\_ PROPERTY OWNER \_\_\_\_\_ (date)

|  |   |
|--|---|
| FOR OFFICE USE ONLY: Application # _____<br>Acknowledgement letter sent ____/____/_____<br>Plan Comm hearing ____/____/_____<br>NOTES: _____ | Accounting # 0100.4418<br>Receipt # _____ Date Received _____<br>If application incomplete, was 60-day rule language included? _____<br>City Council action ____/____/_____<br>Approved? Yes ___ No ___ Other ___ |
|--|---|

# APPLICATION INSTRUCTIONS

**PROPERTY.** Enter the street address and Hennepin County property identification number of the property to which the requested action would apply. The property identification number appears on the property owner's property tax statement. For applications involving multiple parcels, you will need to provide this information for each parcel (attach additional sheets as necessary). For applications not applying to a specific parcel, such as vacation of a public street or amendments to the text of the Comprehensive Plan or the Zoning Ordinance, leave this section blank.

**PROJECT TITLE.** Briefly (in one or two sentences) describe the nature of your request. Some examples: "Rezone from R-1 to R-2 for construction of townhouses"; "Conditional Use Permit for a drive-thru restaurant"; "Variance to reduce rear setback from 30 feet to 25 feet"; "Site Plan Review for construction of an office building".

**APPLICANT.** Enter the name, telephone number and mailing address of the applicant. If the applicant is a company or organization, also enter the name of the person to contact regarding the application.

**PROPERTY OWNER.** This section must be completed if the applicant is not also the owner of the subject property. "Owner" shall mean the person listed as Taxpayer for the subject property according to Hennepin County's property tax records. For applications not applying to a specific parcel, such as vacation of a public street or amendments to the text of the Comprehensive Plan or the Zoning Ordinance, leave this section blank.

**TYPE OF APPLICATION.** A project may require multiple applications to be considered by the Planning Commission and City Council. Place a check mark by each type of application required for your project.

**APPLICATION FEE.** A nonrefundable application fee is required to be paid at the time the application is submitted. If your project requires more than one type of application, the total fee will be the sum of the required fees for each type of application. Please write in the total fee, and include payment with your application, payable to "City of Crystal".

**ATTACHMENTS REQUIRED.** Attachments are typically required in addition to the application form. In the space indicated on the form, please write in the reference numbers of each attachment required for your project, and attach the required items as described below:

1. Site sketch, drawn to scale on 8½" x 11", 8½" x 14" or 11" x 17" paper, showing existing buildings, sheds, decks, driveways, patios, sidewalks, fences, other structures, and property lines. If available, please also submit in .pdf format.
2. Survey (prepared by a MN Registered Land Surveyor) showing existing conditions. 11" x 17" sheets are preferred. If larger sheets are necessary then submit three full size sets. If available, please also submit in .pdf format.
3. Survey (prepared by a MN Registered Land Surveyor) showing existing conditions and any proposed new buildings, structures, site improvements, property lines and legal descriptions. 11" x 17" sheets are preferred. If larger sheets are necessary then submit three full size sets. If available, please also submit in .pdf format.
4. Site Plan, including proposed site, landscaping, grading, drainage and utility plans, and exterior building elevations. All plans submitted are to be drawn to scale. 11" x 17" sheets are preferred. If larger sheets are necessary then submit three full size sets. If available, please also submit in .pdf format.
5. Preliminary Plat showing existing and proposed lots, streets, sidewalks, grading, drainage, utilities and other improvements, prepared in accordance with Subsection 505.17 of Crystal City Code. 11" x 17" sheets are preferred. If larger sheets are necessary then submit three full size sets. If available, please also submit in .pdf format. Upon approval of the Preliminary Plat, the Final Plat must be submitted within one year for consideration by the City Council. The Final Plat shall be prepared in accordance with Minnesota Statutes Chapter 505 and the requirements of Hennepin County. An electronic copy of the Final Plat must be provided to the city prior to Council approval.
6. Written narrative describing your project, including the purpose, type of use, operating hours, employees, and other information relevant to your application. If you are requesting a Variance, the narrative should explain how the request would be consistent with the criteria for variances described in Crystal City Code Subsection 515.05.
7. Table of Estimated Project Cost. Please use the city-provided form so staff can determine the amount of the cash escrow deposit that will be required to guarantee construction of the site improvements.
8. Escrow Form. The escrow fee is used for city expense to process the application. Please complete and sign this form.

*Please note that city staff, the Planning Commission or the City Council may determine that additional documents or information are necessary to consider your application, depending on the type of application and proposed project.*

**SIGNATURES.** If one person is both applicant and property owner, then that person only needs to sign & date this form under "Applicant". If the applicant is not the property owner, then the property owner must also sign & date this form.