



# Development Review Applications



This handout explains why and where development review applications are required, the specific development review application types, and three types of review procedures.

## WHY AND WHEN ARE DEVELOPMENT REVIEW APPLICATIONS REQUIRED?



Depending on the zoning district designation of a particular property, the proposed use of the property or any proposed building or site improvements, a Development Review Application may be required before any such activity may occur.

If your proposed project involves a business operation, it is best to complete and submit a Business Information Form so city staff can review your proposed use and determine which permits, licenses, or development review applications may be required.

Got to [bit.ly/2KWicZG](https://bit.ly/2KWicZG) to download a Business Information Form from the City of Crystal website.

The form is available here: [crystalmn.gov/resident/community\\_development/development](https://crystalmn.gov/resident/community_development/development).

## DEVELOPMENT REVIEW PROCEDURE TYPES:

**Type 1** reviews require staff review only and include zoning certificates, some types of site plan review and adjacent parcel land conveyance.

**Type 2** reviews require planning commission recommendation followed by city council decision. These types of reviews include site plan review, conditional use permit, subdivision, comprehensive plan amendment, rezoning or text amendment, variance and appeals.

Development Review Applications requiring planning commission review are typically due three weeks before the planning commission meeting at which they will be considered. The planning commission typically meets on the second Monday of each month.

After the planning commission holds the public hearing and makes its recommendation, the city council will take action on the application. This usually happens the week

after the planning commission meeting, although in some cases it doesn't happen until two weeks later.

The typical time from the application submittal deadline to the city council decision is about six weeks. It can take longer depending upon when the application is submitted, whether all necessary information has been provided, and whether the planning commission or city council chooses to continue the matter until a subsequent meeting to allow more time to consider the application.

Applications for rezoning take about eight weeks before they're effective because there must be an additional city council meeting, publication of the ordinance change in the city's official newspaper, and a 30-day waiting period after publication.

**Type 3** reviews require city council decision for lot consolidations and subdivision final plats.

## DEVELOPMENT REVIEW APPLICATION EXAMPLES:

### Site Plan Review

Site plans requiring a Type 1 review include additions to multiple family dwellings and nonresidential buildings of less than 50% of the building footprint; industrial or commercial uses with outdoor storage; and telecommunication towers in the industrial district.

Site plans requiring a Type 2 review include new multiple-family dwellings of three units or more; new nonresidential structures; additions to multiple family dwellings or nonresidential structures of more than 50% of the building footprint; and new parking ramps or structures.

### Variance

In cases where there is an undue hardship caused by specific provisions of the Unified Development Code, a property owner may apply for a variance from that part of the regulations. Typically, variances are requested from setbacks, lot area or similar requirements.

### Conditional Use Permit

In some zoning districts, certain uses are allowed only if a conditional use permit is approved by the city council. This type of permit is required for some uses due to the potential for incompatibility with other uses. For example, a gas station or drive-thru restaurant is required to get a conditional use permit due to the potential negative impacts of traffic, noise and late night operations.



### Rezoning or Zoning Ordinance Text Amendment

This occurs when a zoning district designation on the zoning map is changed or when regulations within the Unified Development Code are modified. To approve a rezoning, the city council must find that the new zoning district designation is consistent with the Comprehensive Plan including the planned Land Use Map.

### Comprehensive Plan Amendment

If the proposed rezoning would not be consistent with the Comprehensive Plan, including the planned Land Use Map, an application may be submitted to ask that the Comprehensive Plan be changed.