



**Conditional Use Permit Application**

**City of Gem Lake, Minnesota**

4200 Otter Lake Road, Gem Lake, MN 55110

651 747-2790/92 – fax 651 747-2795

[city@gemlakemn.org](mailto:city@gemlakemn.org)



*A Conditional Use Permit maybe granted or denied by the City Council after recommendation by the Planning Commission in accordance with Ordinance No. 43K (zoning), Section 17.5. Conditional and Interim Use Permits.*

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

Owner phone/cell/Business: \_\_\_\_\_

email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Site address: \_\_\_\_\_

Property is zoned as: \_\_\_\_\_ Existing use of the site: \_\_\_\_\_

Description of Conditional Use being requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Fee: Conditional Use Permit (other than a PUD) \$75.00 plus \$200.00 escrow for review***

**Check list:**

- Site Plan
- Building locations (dwellings, garage, accessory buildings)
- Site improvements (parking areas, drives, sidewalks, fences, decks, lighting, etc.)
- Yard (front, side, rear setbacks)
- Wetlands (delineation of streams, water bodies, wetlands & 100 year storm elevation).
- Existing trees (6 inch in diameter or more), large shrubs & proposed landscaping
- Location of site, with adjacent land use.
- Topography, grading.
- Schedule (when application intends to construct)
- Additional information, if required
- Permits or written comments from other agencies (DNR, RCWD, VLAWMO, Ramsey County, MNDot, US Army Corps of Engineers,
- Certificate of Survey or full legal description
- Building plans (size, intended use of structures, exterior finishes, floor plans and elevations)

**Review Process:**

1. Submit 15 copies of application and all supporting information to City Zoning Administrator (minimum of four weeks prior to Planning Commission meeting.

2. Planning Commission: (1<sup>st</sup> Tuesday of the month at 7:00 p.m. at Heritage Hall. Zoning Administrator schedules public hearing date and provides information to the White Bear Press for time and place of hearing).

\_\_\_\_\_ (Date of Planning Commission meeting)

3. City Council: (3<sup>rd</sup> Tuesday of the month at 7:00 p.m., Heritage Hall, 4200 Otter Lake Road.

\_\_\_\_\_ (Date of the City Council meeting)

**Standards:**

The City Council will approve a Conditional Use Permit only if the following facts are established:

1. There will be no detracting from the appearance of adjacent properties, or Town as a whole.
2. There will not be aesthetic incompatibility.
3. There will not be aural incompatibility (noise).
4. There will not be damage to vegetation.
5. Traffic patterns will not be negatively affected.
6. There is no unnecessary loss of existing natural features.
7. Will not cause soil erosion.
8. Will not increase flood potential.
9. The proposal is consistent with Comprehensive Plan and complies with other Ordinances.

It is the policy of the City of Gem Lake that all identifiable costs associated with Conditional Use Permits within the City shall be the sole responsibility of the owner of said property. The costs shall include, but are not limited to the following:

- City planning review costs (reports, meetings, site review);
- Engineering review costs;
- Legal costs (preparation of hearing notices, legal research, certification costs);
- Publication costs (notice of hearing);
- Reapportionment of assessments (engineers report);
- Mailings and Ownership Reports (ownership/encumbrance).

Prior to the final hearing or determination by the City Council, all City expenses shall be paid by the owner. Subsequent expenses not paid at the time of final hearing or determination by the City (due to billings by consultants, etc.) shall be paid within 30 days upon receipt of a billing from the City. The application will be considered incomplete until all costs are paid to the City.

\_\_\_\_\_  
Signature of Applicant (s)

\_\_\_\_\_  
Date

To be completed by the City:

Date request received: \_\_\_\_\_

Conditional Use Permit (other than a PUD \$75.00 plus \$200 escrow for review) paid: \_\_\_\_\_

Date Application Complete: \_\_\_\_\_