



City of Gem Lake
 Heritage Hall
 4200 Otter Lake Road | Gem Lake, MN 55110
 651-747-2790/92 | 651-747-2795 (fax)
 E-mail city@gemlakemn.org

Conditional Use Permit

A Conditional Use Permit may be granted or denied by the City Council after recommendation by the Planning Commission in accordance with Ordinance No. 131 (zoning), Section 17.5 Conditional and Interim Use Permits.

LICENSE APPLICATION CHECKLIST:

To prevent delay, please ensure the following information is submitted where applicable

- Permit Fee (if paying with cash we can only accept exact change)
 - \$275.00 (payable to the City of Gem Lake)
- 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 applicant 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)

Applicant Information

Name: _____

Home Phone: _____ Cell: _____ Business: _____

Email: _____

Property Owner: _____

Site Address: _____

City: _____ State: _____ Zip: _____

Property is zoned as: _____ Existing use of the site: _____

Description of Conditional Use being requested: _____

Applicant Signature: _____ Date: _____

Data Practices Advisory (Tennessee Warning)

I understand that some of the information provided on this form will be public data. Public data is available to anyone who makes a request for such information. Under the Minnesota Data Practices Act, your address, email and/or telephone number are private data. You may choose not to provide some or all of this private data, but it may cause your Conditional Use Permit request to be denied. By completing this information, you are consenting to allow the City of Gem Lake staff to share this information in order to administer Gem Lake Ordinances regarding Conditional Use Permitting. Please sign below to affirm that you have read this notice.

Applicant Signature: _____ Date: _____

Review Process

1. Submit 15 copies of application and all supporting information to the City Zoning Administrator (minimum of four (4) weeks prior to the Planning Commission Meeting.
2. Planning Commission: 2nd Tuesday of the month at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road. The Zoning Administrator schedules public hearing dates and provides information to the White Bear Press for the time and place of the hearing.

Planning Commission Meeting Date: _____

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

City Council Meeting Date: _____

Standards

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

- There will be no detraction from the appearance of adjacent properties, or City as a whole.
- There will not be aesthetic incompatibility
- There will not be aural incompatibility (noise)
- There will not be damage to vegetation
- Traffic patterns will not be negatively affected
- There is no unnecessary loss of existing natural features
- Will not cause soil erosion
- Will not increase flood potential
- 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 cost 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.

Office Use Only

Date Request Received: _____ Date Application Complete: _____

Conditional Use Permit paid: _____ Cash Check

Check No.: _____ Receipt No.: _____

Conditions

Approval based on the following conditions _____

Date Permit Granted: _____

Date Permit Denied: _____