



WHITE BEAR TOWNSHIP  
1281 Hammond Road  
White Bear Township, MN 55110  
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## CONDITIONAL USE PERMIT APPLICATION

### **Application Fee \$75.00 plus \$200.00 Deposit**

A Conditional Use Permit may be granted or denied by the Town Board after recommendation by the Planning Commission in accordance with Ordinance No. 35 (Zoning), Section 9-4, Conditional Use Permit Procedure.

### APPLICANT INFORMATION

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

Address: \_\_\_\_\_  
*Street Address* *Suite / Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### PROPERTY INFORMATION

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

Address: \_\_\_\_\_  
*Street Address* *Suite / Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### DESCRIPTION

Existing Use of Site: \_\_\_\_\_

Description of Conditional Use Being Requested: \_\_\_\_\_

### REVIEW PROCESS

1. Submit electronically plus 3 hard copies of application and all supporting information to Town Planner (minimum of 3 weeks prior to Planning Commission Meeting)
2. Planning Commission (4<sup>th</sup> Thursday of the month @ 6:30 pm at the Town office)
3. Town Board (Call Public Hearing) (1<sup>st</sup> Monday of the following month @ 7pm at the Heritage Hall)
4. Town Board (Public Hearing)
5. Town Board (Action subject to Public Hearing Schedule)

## STANDARDS

The Town Board 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
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 constituent with the Comprehensive Plan and complies with all Town Ordinances.

## CHECKLIST

- Fee \$75.00 + \$200 Expense Deposit
- Site Plan
- Building Locations (dwelling, garage, accessory building)
- 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 diameter or more) Large Shrubs, & Proposed Landscaping
- Location of Site with Adjacent Land Use
- Topography and Grading
- Schedule (when applicant intends to construct)
- Additional Information if Required
- Permits of Comments from other Agencies (DNR, RCWD, VLAWMO, Ramsey County, MnDOT)
- Certificate of Survey or Full Legal Description
- Building Plans (size, intended use, exterior finish, floor plan, elevations)

It is the policy of White Bear Township that all identifiable costs associated with Conditional Use Permits within the Township shall be the sole responsibility of the owner of said property. The costs shall include, but are not limited to the following: Township 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 approval by the Town Board, all Township expenses to date shall be paid by the owner. Subsequent expenses not paid at the time of final approval (due to billings by consultants, etc.) shall be due upon receipt of a billing from the Township.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### *For Office Use Only*

Application Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Payment Received:  \$75 Permit Fee + \$200 Deposit Check # \_\_\_\_\_ Final Approval \_\_\_\_\_