



Community Development Department
City of Fridley
6431 University Avenue NE
Fridley MN 55432
763.572.3592
Fax: 763.571.1287
www.fridleymn.gov

SPECIAL USE PERMIT APPLICATION FOR:
Residential _____ Commercial/Industrial/Multi-Family _____

Property Information

Address: _____
Anoka County Property Identification Number (PIN #): _____
Legal Description: _____
Current Zoning: _____ Square footage of Parcel: _____

Reason for Special Use Permit (one sentence summary, please attached full description)

Fee/Property Owner Information (as it appears on property title)

****Fee owner must sign this form prior to processing**

Name (please print): _____
Mailing address: _____
City: _____ State: _____ Zip code: _____
Daytime Phone: _____ Fax Number: _____
Cell Phone: _____ E-mail address: _____

Signature/Date: _____

Petitioner Information

Company Name (please print): _____
Contact Person's Name (please print): _____
Mailing address: _____
City: _____ State: _____ Zip code: _____
Daytime Phone: _____ Fax Number: _____
Cell Phone: _____ E-mail address: _____

Signature/Date: _____

FOR OFFICE USE ONLY

Fees

\$1,000 – R-1, Single Family Residential _____
\$1,500 – Commercial/Industrial/Multi-Family Residential _____
Application Number: _____ Receipt #: _____ Received By: _____
Application Date: _____
15 Day Application Complete Notification Date: _____
Scheduled Planning Commission Date: _____
Scheduled City Council Date: _____
60 Day Date: _____
60 Day Extension Date: _____

**SPECIAL USE PERMIT APPLICATION
SUBMISSION CHECKLIST**

The following shall be the minimum submission requirements when submitting a Special Use Permit. Applications will not be accepted if the following is NOT submitted.

Residential Use

	FOR OFFICE USE ONLY		
Item	Submitted	Complete	Reviewer's Initials
Completed application, with fee. (Applications are considered complete if all blanks are completed, and both the fee owner and petitioner have signed the application.)			
To scale certificate of survey, by a licensed surveyor. Showing north arrow, existing and proposed structures, legal description, adjacent street names, and buildings on adjacent lots within 10 feet of the common lot lines.			
Detailed narrative explaining the reason for the special use permit.			

Electronic Changeable Signs

	FOR OFFICE USE ONLY		
Item	Submitted	Complete	Reviewer's Initials
Completed application, with fee. (Applications are considered complete if all blanks are completed, and both the fee owner and petitioner have signed the application.)			
To scale certificate of survey or site plan that shows the existing or proposed location of the sign, ensuring it meets code requirements or if a wall sign, measurements of the building with the existing and/or proposed signage, ensuring code requirements are being met.			
Illustration of existing sign and proposed sign – showing square footage.			
Detailed narrative explaining the reason for the special use permit.			

Outdoor Storage

	FOR OFFICE USE ONLY		
Item	Submitted	Complete	Reviewer's Initials
Completed application, with fee. (Applications are considered complete if all blanks are completed, and both the fee owner and petitioner have signed the application.)			
To scale certificate of survey or site plan that shows the square footage of the existing building, the square footage of the existing or proposed outdoor storage area, ensuring it meets code requirements related to size. Plan should also show the amount of existing or proposed			

parking stalls.			
Detailed narrative explaining the reason for a special use permit. Should include: <ul style="list-style-type: none"> • Description of the type of materials being stored outside. • Breakdown of interior uses, based upon office, manufacturing and warehouse use, to ensure there is enough on-site parking. 			

Commercial/Industrial/Multi-Family Use

Item	FOR OFFICE USE ONLY		
	Submitted	Complete	Reviewer's Initials
Completed application, with fee. (Applications are considered complete if all blanks are completed, and both the fee owner and petitioner have signed the application.)			
To scale certificate of survey, by a licensed surveyor. Showing north arrow, existing and proposed structures, legal description, adjacent street names, and buildings on adjacent lots within 10 feet of the common lot lines.			
To scale site plan, showing building square footage, code compliant building and parking setbacks, lot coverage, and parking calculations.			
Elevation of building and description of materials.			
Detailed narrative explaining the reason for the special use permit.			
Code compliant landscape plan for all projects requiring a parking lot expansion of four (4) or more parking stalls.			
For those projects that will require a change in utilities, grading or drainage, the following items will need to be submitted:			
• Grading and drainage plan			
• Erosion control plan			
• Calculations for stormwater runoff			
• Calculations for excavation and/or fill			
• Utility Map (if item does not exist, note on plan) Water, Sewer, and Storm Water			

Plans to be submitted should include three (3) FOLDED full size copies, with one (1) 11x17 to-scale reduction and one (1) 8 ½ x 11 reduction and an electronic pdf file via e-mail or CD.

The City reserves the right, based on a case by case analysis, to waive any of the above requirements.

The City also reserves the right, to require additional submittal items if it is deemed necessary to act upon the special use permit.



Community Development Department

Special Use Permit Process

Purpose: A Special Use Permit, sometime called a Conditional Use Permit, gives the City the discretion to determine the suitability of certain uses on the general health, welfare and public safety of the general public.

Considerations: The City may consider the following to determine the suitability of a certain use:

- The nature of the land on which the use is to be located,
- The nature of the adjacent land or buildings,
- The effect on traffic into and out of the site, or on adjacent roads,
- Any other factors the City shall identify as appropriate to determine the effect of such use.

The Special Use Permit process begins by filling out a SPECIAL USE PERMIT APPLICATION. A complete application, along with the necessary submittal requirements (found in this packet) must be submitted to the Planning Staff. A fee is associated with the application, either \$1,000 for a Residential Use or \$1,500 for all other types of Special Use Permits. Fees are non-refundable and are used for postage, publication of notices, and other expenses associated with the request.

Once the application is received, the application is reviewed by staff from the Planning, Engineering, Assessing, Fire, and Police Departments. The impacts to adjacent properties are discussed and if the application is considered complete, stipulations are developed. State Statute 15.99 gives City's 15 business days to review land use applications, such as a Special Use Permit to determine if they are complete. If your application is considered complete, you will be mailed a letter to that effect, with the corresponding Planning Commission and City Council meeting dates. If your application is considered incomplete, staff will return it to you for completion.

If your application is considered complete, a mailing list of all properties within a 350 ft. radius of the property is generated. Notice of the request is then sent by the City to those property owners within 350 ft. There is approximately four weeks between the application due date and the Planning Commission meeting.

State Statute 15.99 requires that the City must approve or deny an applicant's land use application within 60 days. Examples of exceptions to that rule would be a plat or a rezoning application.

Prior to the Planning Commission meeting, a staff report including recommended stipulations, is written with a staff recommendation.

The Planning Commission is made up of seven residents of the community. The meetings are held the 3rd Wednesday of the month at 7:00 p.m. in the City Council Chambers at the Municipal Center. The Planning Commission is an advisory commission to the City Council. It is the responsibility of the Planning Commission to conduct a public hearing, gather testimony and make a recommendation to the City Council regarding all special use permit requests.

Additional information regarding the Special Use Permit process may be obtained by calling the City of Fridley Planning Department at 763-572-3595 or 763-572-3599.