

Special Use Permit



Application Process Summary

What is a Special Use Permit?

A Special Use Permit (sometime called a Conditional Use Permit in other communities) gives the City the discretion to determine the suitability of certain uses on the general health, welfare and public safety of the general public. Special Uses are specifically authorized by the zoning ordinance, but must be reviewed by the Planning Commission and City Council. These bodies often place conditions on the Special Use Permit approval. Conditions ensure compatibility with surrounding properties.

The types of Special Uses allowed vary by zoning district.

What is the application process?

Those interested in pursuing a Special Use Permit (SUP) are encouraged to speak with staff in the Planning Department prior to filing an application. Staff can help identify any potential concerns or challenges with the proposed SUP before an official application is made.

The Special Use Permit process begins by filling out a SUP APPLICATION. Beginning in 2022, applications will be accepted online. A complete application, along with the necessary fee(s) and submittal requirements listed in this handout must be submitted. Fees are non-refundable and are used for postage, publication of notices, and other expenses associated with processing the request.

State Statute 15.99 gives cities 15 business days to review land use items, such as a SUP request, to determine if the application is complete. If your application is considered incomplete, staff will return it to you for completion. If your application is considered complete, you will be notified in writing. This notice will include the date of the anticipated Planning Commission and City Council meeting where your request will be considered. State statute also requires that the City approve or deny a land use application within 60 days of receiving a complete application, unless an additional 60 day extension is granted.

Once the application is received, the application is reviewed by staff from the Planning, Engineering, Assessing, Fire, and Police Departments and other affected stakeholder agencies. The impacts to adjacent properties are discussed and, if necessary, stipulations for approval are developed.

Notice of the request is sent by the City to those property owners within 350 ft of the property. In order to meet public notice requirements, there are approximately four weeks between the application due date and the Planning Commission meeting.

Prior to the Planning Commission meeting, a staff report including staff recommendation is prepared. Recommended stipulations of approval are frequently included. The staff report is presented to the Planning Commission to review at a regularly-scheduled meeting. Applicants will also receive a copy of the staff report.

The Planning Commission is made up of five residents of the community. Planning Commission 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. Special Use Permits must be approved by the City Council following review by the Planning Commission. Applicants are expected to attend the Planning Commission and City Council meetings where their applications will be discussed.

Once a decision has been made by the City Council, the City will mail the petitioner a letter stating the outcome of the request, including the corresponding stipulations of approval or the findings of fact if the request has been denied.

Additional information regarding the SUP process may be obtained by contacting the City of Fridley Planning Department at planningdivision@fridleymn.gov or 763-572-3595 or 763-572-3599.

What are the application requirements?

The following information is needed to process a Special Use Permit application. Beginning in 2022, applications will be accepted online. Online applications can be filled out at any time but can only be submitted on pre-determined application dates.

- Property information
 - Street address
 - Anoka County Property Identification Number (PIN)
 - Legal description
 - Current zoning
 - Square footage of property
- Reason for SUP
 - A brief one-sentence summary
 - A full narrative explaining the reason for the Special Use Permit
- Petitioner (applicant) information
 - Name of individual and/or company
 - Mailing address
 - Phone number
 - Email address
 - Signature authorizing application
- Property owner information (if different from petitioner)
 - Name
 - Signature authorizing application
- Application fee
 - \$1,000 for R-1, Single Family Residential SUPs
 - \$1,500 for Commercial/Industrial/Multi-Family Residential SUPs

File information for online applications:

- Maximum file size for uploads is 25 MB.
- As possible, **please submit drawings as native PDF files (not scans).**
- Narrative/text files and other documents may be Word, PDF, or image files.

SPECIAL USE PERMIT APPLICATION SUBMISSION CHECKLIST

The following shall be the minimum submission requirements when submitting a SUP application. Applications will not be accepted if the following requirements are NOT submitted.

| 1-Family Residential | Outdoor Storage | Commercial, Industrial, or Multi-Family | Submission requirements | Submitted | Complete | Reviewer Initials |
|----------------------|-----------------|---|--|-----------|----------|-------------------|
| x | x | x | Completed application, with fee. (Applications are considered complete if all blanks are completed, attachments are provided, and both the fee owner and petitioner have approved the application.) | | | |
| x | x | x | 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. | | | |
| | | x | To-scale site plan, showing building square footage, code-compliant building and parking setbacks, lot coverage, and parking calculations | | | |
| x | x | x | Detailed narrative explaining the reason for the Special Use Permit | | | |
| | x | | Narrative should include <ul style="list-style-type: none"> a description of the materials being stored outside Breakdown of interior uses, based upon office, manufacturing and warehouse use, to ensure there is enough on-site parking. | | | |
| | x | x | Code compliant landscape plan for all projects requiring a parking lot expansion of four (4) or more parking stalls. | | | |
| | | x | Elevation drawing of building and description of materials. | | | |
| | | | For those projects that will require a change in utilities, grading or drainage, the following items will need to be submitted: | | | |
| | | x | <ul style="list-style-type: none"> Grading and drainage plan | | | |
| | | x | <ul style="list-style-type: none"> Erosion control plan | | | |
| | | x | <ul style="list-style-type: none"> Calculations for stormwater runoff | | | |
| | | x | <ul style="list-style-type: none"> Calculations for excavation and/or fill | | | |
| | | x | <ul style="list-style-type: none"> Utility Map: Water, Sewer, and Storm (if item does not exist, note on plan) | | | |
| \$1,000 | \$1,500 | \$1,500 | Application Fee | | | |