

# CONDITIONAL USE PERMIT (CUP) OR INTERIM USE PERMIT (IUP) APPLICATION CHECKLIST

## City of Scandia, Minnesota

14727 209th Street North, Scandia, MN 55073

Phone 651/433-2274 Fax 651/433-5112 Web <http://www.ci.scandia.mn.us>

### GENERAL REQUIREMENTS:

- |  | <u>INCLUDED IN SUBMITTAL</u> |                             |
|--|------------------------------|-----------------------------|
|  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 1. Application Form  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 2. Fees  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 3. Escrow  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 4. Complete legal description  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 5. A description of the request, including type of business or activity and proposed number of employees       | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 6. Aerial photo of site and 1/4 mile vicinity  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 7. Survey/Site Plan ( <b>2 full size and 2 copies reduced to 11" by 17". Electronic files also preferred</b> ) | <input type="checkbox"/>     | <input type="checkbox"/>    |
| <u>Plan Sheet Requirements:</u>  |                              |                             |
| - Signature  |                              |                             |
| - Name, address, phone number for owner, developer, surveyor, and engineer                                     |                              |                             |
| - Date of preparation and revision dates   |                              |                             |
| - North Arrow  |                              |                             |
| - Graphic scale not less than 1:100  |                              |                             |

### SITE PLAN REQUIREMENTS, EXISTING AND PROPOSED:

- |   | <u>INCLUDED IN SUBMITTAL</u> |                             |
|---|------------------------------|-----------------------------|
|   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 1. Property lines and dimensions  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 2. Area in acres and square feet  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 3. Existing and proposed building locations and dimensions  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 4. Lowest floor elevation of proposed structure(s)  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 5. Setbacks, including front, side, rear, wetland, shoreland, and right-of-way  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 6. Buildable area   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 7. Driveway location  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 8. Landscaping Plan   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 9. Grading, Drainage and Erosion Control Plan   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 10. Soil conditions and types   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 11. Building floor plan   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 12. Building elevations   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 13. Sanitary sewer and water plan   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 14. Wetlands  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 15. Wetland delineation report  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 16. Waterbodies and Ordinary High Water Level   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 17. Slopes (over 50 feet horizontal distance). 12% or greater in St. Croix River district, 18% or greater in Shoreland, and 25% or greater on all properties. | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 18. Topographic contours at 2-foot intervals and Bluff line, if applicable  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 19. Any other improvements to the property  | <input type="checkbox"/>     | <input type="checkbox"/>    |