



CONDITIONAL USE PERMIT APPLICATION CHECKLIST

Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the City Planner. **Late or incomplete applications will not be put on the agenda.**

Office Use Only:

Case #: _____

Applicant: _____

Address: _____

APPLICATION REQUIREMENTS:

- Electronic and hard copies of all the required materials must be submitted according to the current application submittal schedule.
- Submit 1 electronic copy and 2 hard copies (full-size/to-scale) of all required plans.

The following materials must be submitted for the application to be considered complete:

- Fee, as included in current Fee Schedule (check payable to City of Mendota Heights).
NOTE: Planning Application fees do not cover building permit fees, utilities, or other fees which may be required to complete the project.
- Completed Application Form(s).
- Letter of Intent.
- Required Plans.

APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL

Site Development Plan:

- Location of all buildings, including existing and proposed.
- Location of all adjacent buildings located within 350' of the exterior boundaries of the property in question.
- Floor area ratio.
- Location and number of existing and proposed parking spaces.
- Vehicular circulation.
- Architectural elevations (type and materials used on all external surfaces).
- Sewer and water alignment, existing and proposed.
- Location and candle power of all luminaries.
- Location of all existing easements.

Dimension Plan:

- Lot dimensions and area.
- Dimensions of proposed and existing structures.
- "Typical" floor plan and "typical" room plan.
- Setbacks on all structures existing or proposed on property in question.
- Proposed setbacks.

Grading Plan:

- Existing contour.
- Proposed grading elevations.
- Drainage configuration.
- Storm sewer catch basins and invert elevations.
- Spot elevations.
- Proposed road profile.

Landscape Plan:

- Location of all existing trees, type, diameter and which trees will be removed.
- Location, type and diameter of all proposed plantings.
- Location and material used of all screening devices.

NOTES: