City of Minneapolis
Community Planning & Economic Development
Development Services Division
250 South 4th Street, Room 300
Minneapolis MN 55415-1316
612-673-3000

GENERAL LAND USE APPLICATION

This application packet is used to file any land use application(s) that requires approval by the Minneapolis City Planning Commission or the Zoning Board of Adjustment. The packet is a tool for gathering property-related information relevant to a land use application. It contains a checklist of materials required for a land use application and a worksheet to be completed by the applicant.

The Minneapolis Zoning Code (Chapter 525, Section 140) governs the land use application process.

525.140. Application procedures. (a) *In general.* All applications submitted shall be processed by the zoning administrator, who shall make a preliminary investigation, in accordance with the procedures set forth in this chapter.

(b) *Determination of completeness of application.* The zoning administrator shall review all applications and determine whether such applications are complete. Applications shall not be accepted as complete until the applicant has complied with all of the following:

(1) A pre-application meeting with city staff during which the appropriate application procedures, requirements and applicable zoning ordinance provisions are reviewed and explained.

(2) Submittal of all required application forms relating to the application, including all additional applications, as required in sections 525.20 and 525.30.

(3) Submittal of all supporting information required by city ordinance, the zoning administrator, the planning director, the application forms, or by law, including a list of all owners of record of property located in whole or in part within three hundred fifty (350) feet of the boundaries of the subject property, as identified in the records of the Hennepin County Department of Property Taxation.

(4) Submittal of all fees.

(5) Submittal of all required environmental reviews.

(6) Submittal of all required state and federal permits for uses located in the FP Floodplain Overlay District.

(7) For all land use applications requiring a public hearing as set forth in this zoning ordinance, except appeals of decisions of the city planning commission or board of adjustment, submittal of evidence that notification of the application has been mailed or delivered to the ward council office and the neighborhood group(s) for the area in which the property is located. For all applications for administrative site plan review as set forth in Chapter 530, submittal of evidence that notification of the application has been mailed or delivered to the neighborhood group(s) for the area in which the property is located. The neighborhood group(s) to be notified are those organizations that appear on the list maintained by the planning department for this purpose. The notification shall include the following information: a description of the project; the zoning approvals that the applicant is aware are needed for the project; the address of the property for which zoning approval is sought; and the applicant's name, address, telephone number, and e-mail address, if available. Where the property for which zoning

Attention: If you need other disability related accommodations, such as a sign language interpreter, accessible meeting site, or materials in alternative format, please contact 612-673-2162 (673-2157 TTY/VOICE) at least five days prior to the meeting. If you want help translating this information, call – **Hmong** – Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800; **Spanish** – Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700; **Somali** - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500.

approval is sought is located on a public street that acts as a boundary between two neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).

(c) *Incomplete applications.* If after the application has been accepted, the zoning administrator determines that the application is not complete, the zoning administrator shall notify the applicant in writing within fifteen (15) business days of receipt, or within fifteen (15) business days of discovering the deficiency, specifying any deficiencies of the application, including any additional information which must be supplied, and that no further action shall be taken by the city on the application until the deficiencies are corrected.

(d) *Remedy of deficiencies.* If the applicant fails to correct the specified deficiencies within thirty (30) days of the notification of deficiency, the application shall be deemed withdrawn and will be returned to the applicant.

(e) *Extensions of time.* Upon written request by the applicant, the zoning administrator may, for good cause shown and without any notice or hearing, grant extensions of any time limit imposed on an applicant by these application procedures.

GENERAL LAND USE APPLICATION REQUIREMENTS CHECKLIST

Staff will accept only complete applications that include all of the items listed below and any specific application requirements. If any of the items are missing at the time of submittal, the application will be deemed incomplete and staff will not accept the application. [1]

	Pre-application meeting.
	Completed Application Worksheet.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	A list of property owners within 350 feet of the subject site and mailing labels. The 350-foot radius must be from the boundaries of the entire property in question. These must be purchased from Hennepin County Taxpayer Services Division, A-600 Government Center, 4th Avenue S. Please contact Hennepin County in advance to request the list and labels (they are not available the same day they are requested). Phone: 612-348-5910. Submit all enclosures received from Hennepin County: 1. Map showing subject property, with highlighted 350 ft. circumference. 2. Mailing labels. 3. List of property owners.
	Statement of proposed use and description of the project.
	A letter from the property owner, if other than the applicant, authorizing the application.
	Copy of a letter or email, sent to the applicable neighborhood group(s) and city council office, explaining the proposed project. The letter must contain the following information: 1. Description of the project. 2. Land use applications that the applicant is aware are needed for the project. 3. Address of the property for which zoning approval is sought. 4. Applicant's name, address, telephone number, and e-mail address, if available. Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).
	Photos of the property and existing structures.
	Survey prepared by a licensed land surveyor (always required if applying for a variance of a required yard).
	One copy (plus one 8 ½ x 11) of a scaled and dimensioned site plan.[2] Must include the following items:
	▪ All property lines.
	▪ Streets, sidewalks and alleys, include existing and proposed curb cuts. If public areas are to be vacated, indicate this.
	▪ Indicate traffic flow on streets, alleys and drive aisles.
	▪ Adjacent uses (show location and identify).
	▪ Building footprints (including garages and other accessory structures) and square footages.
	▪ Other impervious surfaces (walkways, decks, patios, etc.) and square footages.
	▪ Structure encroachments (including areaways, balconies, door swings, etc.) in the right-of-way.
	▪ Dimensioned parking, including handicap accessible spaces, and loading spaces (all parking and loading areas serving the property). Indicate how the parking and loading areas will be designed (curbing, wheel stops, etc).
	▪ Bicycle parking spaces.
	▪ Landscaping plan showing existing and proposed shrubs and trees (location, type, number and overall amount).
	▪ Indicate snow storage area or propose a snow removal plan.
	▪ Walls, screens and fences (show location, type and height).
	▪ Mechanical equipment (air conditioning units, electrical transformers, private or public utilities, etc.)
	▪ Fire hydrants, transit stops, phone booths, public plazas, trash enclosures, trees in the public right-of-way.
	▪ Proposed and existing lighting (location, type and size).
	▪ Natural features and topography.
	▪ Indicate the direction of water drainage from the site and building (downspouts, roof drains, etc.).
	▪ Stormwater management plan for sites over one acre.
	▪ Erosion control plan for sites where more than 5,000 square feet of dirt is disturbed.
	▪ Indicate north arrow and date the plan was drawn.
	One copy (plus one 8 ½ x 11) of scaled and dimensioned elevations of each façade (for new construction).
	One copy (plus one 8 ½ x 11) of colored elevations and/or renderings (for new construction).
	One copy (plus one 8 ½ x 11) of scaled and dimensioned floor plans showing all floors.
	One copy (plus one 8 ½ x 11) of scaled and dimensioned signs (locations, types and dimensions).
	Specific application requirements, if applicable (see attached).

Checklist continues on the next page.

	Electronic copy of plans on a flash drive or compact disc. Consult with CPED-Planning staff to determine whether this requirement is applicable to your application.
	An approved waiver from the restrictions of any applicable interim ordinance.
	A travel demand management (TDM) plan, when proposing 100,000 square feet or more of new or additional non-residential gross floor area or as required by the zoning district.
	Shadow and context studies for large scale projects. Consult with CPED-Planning staff to determine whether this requirement is applicable to your application.
	▪ If the property is a locally-designated historic landmark and the development project requires a Certificate of Appropriateness, the General Land Use Application may be deemed incomplete until a complete Certificate of Appropriateness application has been submitted to CPED. ▪ If the property is not already locally-designated and the proposed development project requires demolition of an existing structure, you are strongly encouraged to obtain a Historic Review Letter from CPED in order to determine whether the structure is a historic resource and may be eligible for local historic designation.

[1] City staff will review the initial application submission to determine completeness and will notify the applicant of what, if any, additional information must be submitted. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

[2] The site plan must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the site plan. Site plan information may be combined with the survey of the property. *The requirement that one of the above professionals prepare the site plan may be waived by the Zoning Administrator, Planning Director or their authorized representative where the application does not involve a new principal structure, provided the plan is accurately dimensioned and is drawn to an architectural or engineering scale. Applications will not be accepted and permits will not be issued for a new principal structure if a survey is not provided.* If the project is subject to Chapter 530, Site Plan Review, it is recommended that the applicant provide a copy of the site plan review ordinance to the registered professional prior to preparation of a site plan.

SPECIFIC LAND USE APPLICATION REQUIREMENTS CHECKLIST

In addition to the General Application Requirements the following may also be required:

CONDITIONAL USE PERMIT

Note: After a conditional use permit has been approved by the City of Minneapolis and the action has become final, such conditional use permit shall be recorded with the Hennepin County Recorder (abstract property) or Registrar of Titles (Torrens property).

- ❑ A written statement by the applicant which addresses the following required findings:
  (1) The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.
  (2) The conditional use will not be injurious to the use and enjoyment of other property in the vicinity and will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
  (3) Adequate utilities, access roads, drainage, necessary facilities or other measures, have been or will be provided.
  (4) Adequate measures have been or will be taken to minimize traffic congestion in the public streets.
  (5) The conditional use is consistent with the applicable policies of the comprehensive plan.
  (6) The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

- ❑ In addition, the following findings must be addressed if applying for a conditional use permit for ***INCREASING MAXIMUM HEIGHT:***
  (1) Access to light and air of surrounding properties.
  (2) Shadowing of residential properties, significant public spaces, or existing solar energy systems.
  (3) The scale and character of surrounding uses.
  (4) Preservation of views of landmark buildings, significant open spaces or water bodies.

- ❑ In addition, the following findings must be addressed if applying for a conditional use permit for ***SIGN ADJUSTMENTS:***
  (1) The sign adjustment will not significantly increase or lead to sign clutter in the area or result in a sign that is inconsistent with the purpose of the zoning district in which the property is located.
  (2) The sign adjustment will allow a sign that relates in size, shape, materials, color, illumination and character to the function and architectural character of the building or property on which the sign will be located.

- ❑ In addition, the following information must be submitted if applying for a conditional use permit for ***COMMUNICATION TOWERS, ANTENNAS and BASE UNITS:***
  (1) Responses to Sections 535.530 and 535.540.
  (2) A photo simulation of the proposed communications tower and/or antennas.
  (3) Photograph of the base equipment.
  (4) Proof of the FCC license.
  (5) Letter from the State Historic Preservation Office.
  (6) Certified property survey.
  (7) Map showing the distance from all surrounding residential structures.
  (8) Map showing the existing communication towers within a one-mile radius of the site and an explanation of why the existing communications towers cannot be used for co-location.

- ❑ In addition, submit the required items found in the *Planned Unit Development Application* for a ***PLANNED UNIT DEVELOPMENT***.

- ❑ In addition, findings must be submitted if applying for any of the following:
  - A conditional use permit for a ***HOME OCCUPATION TO BE SEPARATE FROM THE DWELLING UNIT IN A BUILDING OF FIVE UNITS OR MORE*** (Section 535.450),
  - A conditional use permit to ***INCREASE THE FLOOR AREA OF WAREHOUSING AND DISTRIBUTION USES IN THE I1 DISTRICT*** (Section 550.230),
  - A conditional use permit to ***INCREASE THE GROSS VEHICLE WEIGHT OF COMMERCIAL VEHICLES ALLOWED TO BE PARKED WITHIN A CERTAIN DISTANCE OF A RESIDENCE OR OFFICE RESIDENCE DISTRICT*** (Section 550.110),
  - Or any conditional use permit required by the ***SHORELAND*** or ***FLOODPLAIN OVERLAY DISTRICTS*** (Sections 551.490 and 551.580).

  The findings for the conditional use permits listed above will be provided to the applicant by staff.

CERTIFICATE OF NONCONFORMING USE

- ❑ Documents and/or affidavits showing continuous use of the property back to a time when the use was a legal, conforming use. Examples of supportive documents may include building permit records, business records, lease agreements, tax statements, etc.

CHANGE OF NONCONFORMING USE

- ❑ A statement by the applicant that addresses the following aspects of the proposed change:
  (1) Hours of operation.
  (2) Signage.
  (3) Traffic generation.
  (4) Off-street parking and loading.
  (5) Nature of business operations.
  (6) Number of employees.
  (7) Building bulk.
  (8) Aesthetic impacts on surrounding property.
  (9) Lighting, noise, odor, heat, glare and vibration.

EXPANSION OR ALTERATION OF NONCONFORMING USE

- ❑ A statement by the applicant that addresses the following required findings:
  (1) A rezoning of the property would be inappropriate.
  (2) The enlargement, expansion, relocation, structural alteration or intensification will be compatible with adjacent property and the neighborhood.
  (3) The enlargement, expansion, relocation, structural alteration or intensification will not result in significant increases of adverse off-site impacts such as traffic, noise, dust, odors and parking congestion.
  (4) The enlargement, expansion, relocation, structural alteration or intensification, because of improvements to the property, will improve the appearance or stability of the neighborhood.
  (5) In districts in which residential uses are allowed, the enlargement, expansion, relocation, structural alteration or intensification will not result in the creation or presence of more dwelling units or rooming units on the subject property than is allowed by the regulations of the district in which the property is located.
  (6) The enlargement, expansion, relocation, structural alteration or intensification will not be located in the Floodway District.

REZONING

- ❑ Complete Forms A through C, as required, found in the *Zoning Application, Petitions and Affidavits Packet*.
- ❑ If signatures are required, obtain a list and map (mailing labels not required) of property owners within 100 feet of the subject property. The 100-foot radius must be from the boundaries of the entire property and all contiguous property under the same ownership as the property in question. The list and map must be purchased from Hennepin County Taxpayer Services, A-600 Government Center, 4th Avenue S., Phone 612-348-5910.
- ❑ If signatures are required, complete Forms D and E and possibly Forms F and G found in the *Zoning Application, Petitions and Affidavits Packet*.

SITE PLAN REVIEW

- ❑ See Chapter 530 Site Plan Review standards.

VARIANCE

- ❑ A written statement by the applicant which addresses the following required findings:
  (1) Practical difficulties exist in complying with the ordinance because of circumstances unique to the property. The unique circumstances were not created by persons presently having an interest in the property and are not based on economic considerations alone.
  (2) The property owner or authorized applicant proposes to use the property in a reasonable manner that will be in keeping with the spirit and intent of the ordinance and the comprehensive plan.
  (3) The proposed variance will not alter the essential character of the locality or be injurious to the use or enjoyment of other property in the vicinity. If granted, the proposed variance will not be detrimental to the health, safety, or welfare of the general public or of those utilizing the property or nearby properties.
- ❑ In addition, the following findings must be addressed if applying for a ***SIGN VARIANCE:***
  (1) The sign adjustment will not significantly increase or lead to sign clutter in the area or result in a sign that is inconsistent with the purpose of the zoning district in which the property is located.
  (2) The sign adjustment will allow a sign that relates in size, shape, materials, color, illumination and character to the function and architectural character of the building or property on which the sign will be located.
- ❑ In addition, the following findings must be addressed for a variance required by the ***SHORELAND OVERLAY DISTRICT:***
  (1) The prevention of soil erosion or other possible pollution of public waters, both during and after construction.
  (2) Limiting the visibility of structures and other development from protected waters.
  (3) The suitability of the protected water to safely accommodate the types, uses and numbers of watercraft that the development may generate.

Fees - Make checks payable to Minneapolis Finance Department.

Application type		Fee (dollars)
Administrative review of plazas		415
Appeals of the ruling of the board of adjustment or city planning commission		365
Appeals of the ruling of the zoning administrator, planning director or other official involved in the administration or the enforcement of this zoning ordinance		365
Certificates of nonconforming use		620
Conditional use permits:	0 – 9,999 square feet of lot area	600
	10,000 – 43,559 square feet of lot area	825
	43,560 square feet of lot area or more	1,035
Conditional use permits for the following uses, regardless of lot area:		
	Signs	570
	Planned unit developments	2,330
	Wind energy conversion systems	570
Environmental reviews		520 or the actual costs of environmental review processes as determined by the planning director, whichever is greater
Expansion or change of nonconforming use		620
Floor area ratio premiums		1,035
Future land use map amendments:	0 – 9,999 square feet of lot area	675
	10,000 – 43,559 square feet of lot area	930
	43,560 square feet of lot area or more	1,140
Interim uses:	0 – 9,999 square feet of lot area	465
	10,000 – 43,559 square feet of lot area	675
	43,560 square feet of lot area or more	880
Minor subdivision		365*
Preliminary and final plat		1,035*
Preliminary and final registered land survey		1,035*
Shared parking		130
Site plan reviews:	0 – 9,999 square feet of lot area	825
	10,000 – 43,559 square feet of lot area	1,245
	43,560 square feet of lot area or more	1,660
Administrative site plan reviews:	0 – 9,999 square feet of lot area	440
	10,000 – 43,559 square feet of lot area	675
	43,560 square feet of lot area or more	880
Administrative site plan reviews for single and two-family dwelling and multiple-family dwellings having three (3) or four (4) dwelling units		440
Temporary uses		130
Transfer of development rights		365
Travel demand management plans		570
Variances:	0 – 9,999 square feet of lot area	440
	10,000 – 43,559 square feet of lot area	675
	43,560 square feet of lot area or more	880
Variances involving residential uses on reverse corner lots or through lots having less than 10,000 square feet of lot area		155
Waiver of restrictions of interim ordinances		365
Zoning amendments:	0 – 9,999 square feet of lot area	725
	10,000 – 43,559 square feet of lot area	985
	43,560 square feet of lot area or more	1,245

* Fee must be submitted on a check separate from other required fees.

For applications requiring notice of a public hearing to affected property owners, <u>the applicant shall pay the cost of first class postage</u> based on the number of property owners to be notified. In addition, for applications requiring publication in a newspaper of general circulation, <u>the applicant shall pay a fee of twenty-five dollars ($25.00)</u>.

After notification of a public hearing has taken place, a request by the applicant to continue an application to a subsequent public hearing of the city planning commission or board of adjustment shall be charged a fee totaling one hundred fifty dollars ($150.00) when such request is granted. The fee shall be applied on a project-by-project basis and only when the continuance was requested by the applicant for the sole benefit of the applicant and when the Zoning Administrator determines that substantial additional staff time is required to review the project.

GENERAL LAND USE APPLICATION WORKSHEET

Property Owner/Applicant	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
Applicant's Representative (This person will be the primary contact for staff, and is the authorized agent in place of the property owner)	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
Neighborhood Group Contact (Be sure to include a copy of the letter or e-mail that was sent)	Organization	
	Contact Name	
	Phone Number	
	Date letter/e-mail sent	
Council Member Contact (Be sure to include a copy of the letter or e-mail that was sent)	Name	
	Ward	
	Phone Number	
	Date letter/e-mail sent	
Property Information	Address(es)	
	Identification Number(s)	
	Legal Description (provide an electronic copy in a Microsoft Word© document if applying for a rezoning or conditional use permit)	
	Lot Area (sq ft)	
	Zoning classification(s)	
Name of Proposed Project (If applicable)		

Property History	Name of current business:	Beginning / end dates:	Type of business / use:	
	Name of former business:	Beginning / end dates:	Type of business / use	
	Name of former business:	Beginning / end dates:	Type of business / use	
Building Data (Fill in existing & proposed even when no change is proposed**)**	Gross floor area (square feet)	Existing to remain:	Proposed new:	Total:
	Building footprint area (square feet)	Existing to remain:	Proposed new:	Total:
	Building height	Existing stories:	Proposed stories:	
		Existing feet:	Proposed feet:	
	Dwelling units	Existing:	Proposed:	
Specific Uses (as applicable)	Car repair	Number of service bays:	Gross floor area excluding service bays (square feet):	
	Nightclub	Seating and lobby area (square feet):	Gross floor area:	
	Place of assembly or reception or meeting hall	Auditorium area (square feet)		
	School	Number of Classrooms:	Number of students of legal driving age (full attendance):	
Parking Data	Number of standard spaces	Existing:	Proposed:	
	Number of compact spaces	Existing:	Proposed:	
	Number of handicap spaces	Existing:	Proposed:	
	Total spaces	Existing:	Proposed:	
	Number of bicycle spaces	Existing:	Proposed:	
	Number of loading berths	Existing:	Proposed:	
Landscaping Data	Landscaped area (square feet)	Existing:	Proposed:	
Impervious Surface Data	Impervious surfaces (square feet)	Existing:	Proposed:	
Fence Data	First fence (circle one): Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):	
			Height (feet):	
	Second fence (circle one): Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):	
			Height (feet):	

Sign Data	Number of signs	Existing:	Proposed:
	First sign (circle one): Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x Width (feet):
		If lit, how?	Area (square feet):
			Height above grade (feet):
	Second sign (circle one): Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x Width (feet):
		If lit, how?	Area (square feet):
			Height above grade (feet):

LAND USE APPLICATION(S)

Do not complete the following section (*Staff will do this*) BZZ _____

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

I understand that I must file the land use application(s) listed above with the Community Planning and Economic Development Department – Development Services Division and obtain approval of these applications by the Minneapolis City Planning Commission or the Zoning Board of Adjustment in order to conform with the zoning ordinances of the City of Minneapolis. I certify that the information which I have supplied in submitting these application(s) is correct and accurate to the best of my knowledge. When I submit this application along with the required application fee(s) and *a properly scaled and dimensioned plan* of the subject property, I authorize the Community Planning and Economic Development Department – Development Services Division to process the land use application(s) listed above.

Applicant's name and signature Date

- Must be signed and dated by the applicant before the application(s) will be processed.
- Applications received after 3:30 p.m. will be processed as received on the following business day.
- Development Services staff may identify additional land use applications upon further analysis of the proposed project.