



INTERIM USE PERMIT APPLICATION

The City of Vadnais Heights
800 East County Road E • Vadnais Heights, MN 55127
Phone: 651.204.6015 • Fax: 651.204.6100
www.cityvadnaisheights.com

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Fee Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Property Address: _____

Legal Description of Property (attach separate sheet if necessary): _____

Zoning: _____ Land Use Designation: _____

Present Use of Property: _____

Description of Interim Use Permit Request: _____

Applicant Signature Date

Property Owner Signature (if different from applicant) Date



Application Fees & Escrows

Interim Use Permits:
 Fee: \$1,000
 Escrow: \$1,500*

Interim Use Permit Renewal:
 Fee: \$500

Items to Accompany Application

1. A site plan and/or survey** drawn to scale showing:
 - a. Property dimensions; topography at one-foot intervals; water courses (wetland, floodplain, shoreland, etc.); utilities; easements; curb cuts/driveways; sidewalks; access roads; parking spaces; and off-street loading area.
 - b. Location of all existing and proposed buildings, include dimensions, square footage, and setbacks.
 - c. Location of all other structures, such as fences or retaining walls.
2. Landscape Plan.
3. Grading Plan.
4. Floor Plan and Colored Building Elevations indicating proposed building materials.
5. Written Narrative explaining the request in detail.
6. Property Report.
7. Signed Payment of Costs Agreement.

**City staff may require the submittal of a survey completed by a licensed surveyor.

Acceptance of Application

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted.

Date Received: _____ Date Application Deemed Complete: _____

Application Fee: _____ Application Number: _____

 Planning/Community Development Director Date

 City Administrator Date

The signature and acceptance by city staff does not constitute approval of this application request.



INTERIM USE PERMIT APPLICATION FILING REQUIREMENT INFORMATION

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Filing Requirement Information

Interim uses may be considered in any zoning district, subject to the applicable conditions and procedures in Chapter 38-44. The uses may not be consistent with the Comprehensive Plan and may also fail to meet all of the applicable zoning district standards. The purposes for allowing interim uses are to: allow for use of property for a limited time, under specific conditions, until the property is developed as guided and zoned; allow a use for a limited period of time until a permanent location is obtained or while the permanent location is under construction; allow a use that is presently acceptable, but that, with anticipated development or redevelopment, may not be acceptable in the future or will be replaced in the future by a permitted or special use allowed within the respective zoning district; and allow a use that is seasonal or temporary in nature.

This document is intended to assist the applicant with the Interim Use Permit process. Interim Use Permit procedures are described in Section 38-44 of the Zoning Code, which can be accessed online at www.cityvadnaisheights.com. The goal is to make the development process as economical and efficient as possible. Applications are reviewed and recommended on by the Planning Commission, and then approved or denied by the City Council. The City's Planning Commission meets on the fourth Tuesday of each month, and the City Council meets on the first and third Tuesday of each month.

Interim Use Permits require a public hearing before the Planning Commission, with notices published and mailed to property owners within 350 feet of the subject property at least ten days prior to the hearing. Therefore, in order to have necessary reviews and reports completed for the Planning Commission, the public, and the applicant, materials must be submitted according to the *Land Use Application Submission and Meeting Schedule*, usually about five weeks prior to the Planning Commission meeting.

The applicant will be notified within 15 days of the City receiving the application if it is incomplete and what information is missing. Once an application is considered complete, the City has sixty (60) calendar days to complete its review and either approve or deny the application. In compliance with applicable state statutes, the City may extend the application review period for another sixty (60) days with written notice to the applicant.

All approved site plans are formalized in a Development Agreement prepared by the City, and recorded with the Ramsey County Recorder's Office.

NOTE: The Development Review Committee (DRC) meets weekly and strongly encourages persons who are or will be seeking application approval from the City to schedule a meeting(s) to review site plan concepts and requirements. Meeting with the DRC is intended to assist the applicant with the application process. The DRC consists of the City Planner, City Engineer, City Administrator, Building Official, and the Fire Chief. Meetings with the DRC can be scheduled through Nolan Wall, Planning/Community Development Director, by e-mail at nolan.wall@cityvadnaisheights.com or by phone at (651) 204-6027.