

Conditional Use Permit Submittal Checklist

1. Land Use Application form and associated fee(s)
2. A **scaled** site plan (engineering scale only, at 1"=50' or less) including:
 - legal description of the property
 - boundary lines of the property with lot dimensions and area calculations
 - property lines within 50 feet of the property
 - existing and proposed easements (public and private)
 - existing and proposed buildings and other improvements (landscaping) on the property
 - location and dimensions of other site elements (i.e. trash/recycling enclosures)
 - details for screening exterior trash/recycling enclosures (if new)
 - on site circulation including vehicle and or truck parking spaces, loading areas, driveways, and stacking spaces with dimensions and setbacks
 - the number of parking spaces and minimum parking requirement calculations
 - sidewalks and trails
3. A floor plan drawing of the building(s) showing where the conditional use would occur
4. A typewritten narrative including:
 - how the proposed conditional use is consistent with the Comprehensive Land Use Plan
 - how the proposed conditional use is compatible with existing zoning district and surrounding area
 - the proposed nature of the business and service(s) provided
 - hours and days of operation
 - number of clients/customers coming to business per day
 - the square footage that your business will occupy in the building
 - if applicable: description of where materials or merchandise for your business are stored
5. A typewritten legal description of the property (in Word Document format)
6. **If conditional use permit requires a site plan review**, see our site plan review checklist for additional items that may be needed
7. Other information as requested by Community Development or Planning staff to process the application

***Please email electronic copies (PDF) of your conditional use application and supporting documents to planning@coonrapidsmn.gov. You may instead mail or drop off documents, if preferred, to:
Planning Division, 11155 Robinson Dr., Coon Rapids, MN 55433.***

A link will be sent to you to pay any fees online after documents are received. You may instead mail a check to the "City of Coon Rapids" with your submission.

Questions? Contact our Planning Department at 763-767-6430 or planning@coonrapidsmn.gov