



City of South St. Paul

125 Third Avenue North
South St. Paul, MN 55075
Telephone: (651) 554-3270
Fax: (651) 554-3271
www.southstpaul.org

For Office Use Only

Submittal Date:

Payment Processing:

PLANNING AND ZONING APPLICATION

Property Information

(Address of Property)

Applicant Information *(name and address used in public notices)*

Applicant (company name or individual):

Contact person:

Title:

Street Address:

City/State/ Zip Code:

Telephone No.:

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Email Address:

Owner Information

Property Owner

Street Address:

City/State/Zip Code:

Telephone No.:

()

Email Address:

Notice of Meeting Attendance

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda. All meetings are held in the Council Chambers at the South St. Paul City Hall (125 3rd Avenue North, South St. Paul) unless specifically stated otherwise.

Acknowledgement and Signature

I acknowledge that I have read all of the information listed in the City of South St. Paul Planning and Zoning Application and fully understand that I am responsible for costs, as outlined in this application, incurred by the City related to the processing of this application. I hereby certify that all fees, charges, utility bills, taxes and special assessments for the property have been paid.

Applicant Signature

Date

Property Owner Signature

Date

Planning and Zoning Application Filing Requirements:

It is recommended that you make a pre-application meeting with City Planner Michael Healy (651-554-3217) to discuss the application process, requirements, and deadlines.

- **ALL APPLICATIONS.** *All Planning and Zoning Applications **MUST** be accompanied by the following:*
- A completed Planning and Zoning Application form** (including owner's signature).
 - Required application and escrow fees** (listed on the first page of this form).
 - A scaled site plan** (for all development projects) showing the lot size and location, and adjacent streets.
 - Dimensions and location of existing and proposed buildings and/or additions.
 - Location of all buildings on adjacent properties.
 - Existing and/or proposed parking areas and access drives, type of surfacing, curbing, and drainage.
 - A narrative from the petitioner explaining their request.** The narrative should include any and all pertinent information the City Staff, Planning Commission, and City Council may need in assisting their consideration of the request. Requests that involve a commercial or industrial operation should include the following in the narrative:
 - Type of business/activity.
 - Expected activities on the site.
 - Number of employees.
 - Number of anticipated customers at any one time.
 - Hours of operation.
- **VARIANCES.** *All Variance applications **MUST** also include the following:*
- A narrative clearly indicating how the proposed variance is consistent with the standards for granting a variance (see the criteria from City Code section 118-39 listed below) to warrant variance approval.
 - The variance is in harmony with the general purpose and intent of the ordinance; and,
 - The terms of the variance are consistent with the Comprehensive Plan; and
 - The applicant for the variances establishes that there are practical difficulties in complying with the ordinance (Economic considerations alone do not constitute practical difficulties)
 - The property owner proposes to utilize the property in a reasonable manner.
 - The plight of the property owner is due to circumstances unique to the property that were not created by the property owner; and
 - The variance will not alter the essential character of the neighborhood.
- **NEW CONSTRUCTION/SUBDIVISIONS.** *Applications for a new business, new residential dwelling or any other application that requires new construction or subdivision of land shall include the following:*
- A certified land survey.
 - Electronic and Paper Plan Sets – Two (2)* copies of the plan set printed on 24" x 36" paper. The plan sets should include the following information:
 - Architectural elevations and dimensions of all existing and proposed buildings from the front, side, and rear property lines.
 - Signage plans (including size, location, and color).
 - Landscaping plans (including location, size, and species).
 - Lighting plans
 - Fencing plan (including height, location, and type of fencing).
 - Screening plan (for any outside storage).
 - Drainage and Utility Plans
 - Current and proposed lot elevations and finished grades
 - Plat drawings showing existing and proposed lots, blocks, right of way, and easements.

**City staff reserves the right to request additional copies as needed.*

Complete / Incomplete Applications

An incomplete application will delay the processing of planning and zoning requests. The application approval time begins and an application is considered officially filed when the City Planner has received and examined the application and determined that the application is complete. A decision on whether the application is complete or incomplete shall be made within fifteen (15) days following the submittal of the application and the applicant will be notified in writing of the decision. When the application is deemed to be "complete" it shall be placed on the agenda of the first possible Planning Commission meeting. The City recommends that you make a pre-application meeting with the City Planner (651-554-3217) to discuss the application process, requirements, and deadlines.

Filing Requirements and Payment of Fees and Escrows

The abovesigned acknowledges that she/he/they understand(s) that before this request can be considered, all required information and fees and escrows must be paid to the City in advance. If additional fees or escrows are required to cover costs incurred by the City, the City has the right to require additional payment from one or more of the undersigned, who shall be jointly and severally liable for such fees or escrows. Such expenses may include (but are not limited to) fees paid to consultants, engineers, planners, attorneys and other professionals. The City may withhold final action on a Planning and Zoning Application and/or rescind prior action until all additional fees or escrows have been paid.

<u>Type of Request</u>	<u>Application Fee:</u>	<u>Escrow Deposit:</u>
<input type="checkbox"/> Comprehensive Plan Amendment	(\$ 500.00)	(\$ 1,000.00)
<input type="checkbox"/> Conditional Use Permit (CUP)		
Residential	(\$ 350.00)	(\$ 250.00)
Commercial / Industrial	(\$ 400.00)	(\$ 1,000.00)
Amendment	(\$ 200.00)	(\$ 500.00)
<input type="checkbox"/> Final Plat		
2 or fewer lots	(\$ 200.00)	(\$ 1,000.00)
3 or more lots	(\$ 200.00)	(\$ 2,000.00)
<input type="checkbox"/> Interim Use Permit (IUP)		
Residential	(\$ 250.00)	(\$ 250.00)
Commercial / Industrial	(\$ 300.00)	(\$ 500.00)
<input type="checkbox"/> Planned Unit Development (PUD)		
Amendment to PUD	(\$ 550.00)	(\$ 2,000.00)
	(\$ 225.00)	(\$ 1,000.00)
<input type="checkbox"/> Preliminary Plat		
2 or fewer lots	(\$ 250.00)	(\$ 1,000.00)
3 or more lots	(\$ 250.00)	(\$ 2,000.00)
<input type="checkbox"/> Rezoning		
Residential	(\$ 350.00)	(\$ 500.00)
Commercial / Industrial	(\$ 350.00)	(\$ 500.00)
<input type="checkbox"/> Site Plan Review	(\$ 300.00)	(\$ 500.00)*
<input type="checkbox"/> Street Vacation (or other vacation)	(\$ 275.00)	(\$ 500.00)
<input type="checkbox"/> Tax Parcel Split / Combination	(\$ 200.00)	(\$ 0.00)
<input type="checkbox"/> Variance		
Residential	(\$ 250.00)	(\$ 500.00)
Commercial / Industrial	(\$ 300.00)	(\$ 500.00)
<input type="checkbox"/> Zoning Ordinance Amendment		
Major	(\$ 500.00)	(\$ 500.00)
Minor	(\$ 250.00)	(\$ 250.00)

* No additional escrow is required for site plan review so long as at least a \$500 escrow has been collected for the development application

Agenda Deadline and Meeting Schedule

The deadline for submittal of Planning and Zoning Applications is 4:30 PM of the day specified as according to the schedule outlined below. There are **no exceptions**. All Planning Commission and City Council meetings are held in the Council Chambers at the South St. Paul City Hall, 125 Third Avenue North, South St. Paul, Minnesota 55075, unless otherwise stated. Applicants are advised that additional meetings and/or workshops may be scheduled when necessary upon approval of the Planning Commission or City Council.

All meetings are held in the Council Chambers at the South St. Paul City Hall (125 3rd Avenue North, South St. Paul) unless specifically stated otherwise.

<u>APPLICATION DEADLINE</u> (Due at 4:30 PM)	PC Meeting *TENTATIVE PLANNING COMMISSION MEETING (Generally held on the 1 st Wednesday of the month at 7:00 p.m.)	Council Meeting TENTATIVE CITY COUNCIL MEETING DATE (Generally held on Monday at 7:00 p.m.)
December 1, 2025	January 7, 2026	January 20, 2026 (Tuesday)
January 5, 2026	February 4, 2026	February 17, 2026 (Tuesday)
February 2, 2026	March 4, 2026	March 16, 2026
March 2, 2026	April 1, 2026	April 20, 2026
April 6, 2026	May 6, 2026	May 18, 2026
May 4, 2026	June 3, 2026	June 15, 2026
June 1, 2026	July 1, 2026	July 20, 2026
July 6, 2026	August 5, 2026	August 17, 2026
August 3, 2026	September 2, 2026	September 21, 2026
September 7, 2026	October 7, 2026	October 19, 2026
October 5, 2026	November 4, 2026	November 16, 2026
November 2, 2026	December 2, 2026	December 21, 2026
December 7, 2026	January 6, 2027	January 19, 2027 (Tuesday)

* Meeting dates are tentative so please consult the City Planner to verify meeting dates.