



**City of Apple Valley
Planning and Development Department**

CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST

A Conditional Use Permit (CUP) is requested when a person wishes to use a property for something that is not generally allowed by the zoning ordinance, but which may, with certain conditions, be an acceptable and consistent use. The CUP is issued by the City Council and imposes special performance standards or restrictions on a property to ensure the use is in keeping with the surrounding properties. A CUP requires a public hearing.

- _____ **Application Form and fees.**
- _____ **Signed Deposit Agreement** and required escrow.
- _____ **Exact legal description** and Dakota County property identification number of all properties within 350 feet of the subject parcel, INCLUDING THE SUBJECT PARCEL.
- _____ **Abstractor’s certificate** of property ownership of all parcels within 350 feet including subject parcel. Mailing labels are also required.
- _____ **Detailed map and legal description** clearly indicating subject land or area.
- _____ **Project Plans** (if required)
 - _____ Three (3) sets of full-sized scale drawings
 - _____ Two (2) sets of 11” x 17” reductions*
 - _____ One (1) set of 8 ½” x 11” reductions*

**(An electronic PDF version on CD or flashdrive accepted in lieu of reduced drawings)*

NOTE: ALL APPLICATIONS ARE DUE BY 9:00 A.M. ON DAY OF APPLICATION DEADLINE.

TIMETABLE

- * Staff reviews conditional use permit application material within 10 days of receipt of application - only a complete application will be reviewed. If application is incomplete, staff will notify applicant within 10 days of receipt of partial application. If application is complete, the proposal is scheduled for public hearing approximately three weeks after application deadline at regularly scheduled Planning Commission meeting.
- * All questions and issues raised by Planning Commission and members of the public must be satisfactorily answered by the applicant before Commission will make recommendation to City Council. Typically, Planning Commission does not take action on an item the night of public hearing, but must act within 35 days. At its next meeting, unless significant issues remain unresolved, the Planning Commission will likely vote on approval of the project. The item will continue to be placed on Planning Commission agendas until a recommendation for approval or denial of the petition can be forwarded to the City Council. When recommendation for approval or denial is made, the petition goes to City Council at its next regularly scheduled meeting.
- * The City Council has 60 days from the receipt of complete application to either approve or deny the application or submit an extension letter stating when it intends to take action. City Council hears and votes on the project at the same meeting.