



City of Woodland
20225 Cottagewood Road
Deephaven, MN 55331
(952) 358-9938

Land Use Review Application

APPLICANT INFORMATION

Name:	Business Name:	
Address:		
City:	State:	Zip Code:
Telephone:	E-Mail:	

OWNER INFORMATION (if different)

Name:	Business Name:	
Address:		
City:	State:	Zip Code:
Telephone:	E-Mail:	

TYPE OF APPLICATION (check all that apply)

<input type="checkbox"/> Variance	<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> Appeal of Zoning Decision
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Final Plat	

PROJECT INFORMATION

Street Address:	Zoning District:
Property Identification Number(s) (PIN #s):	
Legal Description (attach if necessary):	
Description of Proposal (attach additional information if needed):	
Reason(s) to Approve Request (attach additional information if needed):	

APPLICANT'S STATEMENT

This application should be processed in my name. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct. I agree to reimburse the City of Woodland for the costs of professional Engineers and other Consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in-house staff.

Signature: _____

Date: _____

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application.

Signature: _____

Date: _____

Please see the attached checklist(s) for a list of plans and other information that must be submitted with this application and for other important information. The checklist must be submitted with the application and the required submittals.



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Conditional Use Permit Requirements

FILING REQUIREMENTS

Unless waived by the Planning Director, you must provide all of the following items with the Conditional Use Permit application. An incomplete application will not be accepted.

10 copies (11"x17") of the following drawings:

- | | |
|--|---|
| <input type="checkbox"/> Registered Survey, including: <ul style="list-style-type: none">- All applicable setbacks- Impervious surface coverage- Driveways and sidewalks- Existing principle and accessory Structures- Location of all significant trees- Location of primary and secondary systems | <input type="checkbox"/> Grading/Drainage Plan with existing and proposed two-foot contours |
| | <input type="checkbox"/> Building renderings/elevations specifying building materials |
| <input type="checkbox"/> A Complete Land Use Application and Application Fee of \$650 | |
| <input type="checkbox"/> A written statement describing the intended use of the property, how the use would meet the City's standards for this use and why the City Council should approve your request. Base your statement on how this request would meet the following standards: <ol style="list-style-type: none">1) The effect of the proposed use on the character and development of the neighborhood.2) The health, safety, and welfare of occupants of surrounding properties.3) Existing and anticipated traffic conditions, including parking.4) The effect on property values in the surrounding area. | |
| <input type="checkbox"/> Electronic copy of all exhibits | |

PROCEDURE

1. The developer and consultants shall meet with the City Planner to explain proposed project and to receive information from staff relative to the site, prior to commencing project design.
2. Consult with the City Planner to determine the ordinances and procedures that apply to your application. Request application packet from Planning staff.
3. The completed application and required development fees, along with all supporting documentation requested herein must be returned on or before the established submittal date (second Monday of the month). **Late and/or incomplete submittals will not be placed on the City Council agenda.**
4. The City Planner will schedule a public hearing with the City Council. Allow at least 30-60 days from the application date to the City Council hearing. The City Planner will mail a notice to property owners within 500 feet of the property. The City Planner will prepare a staff report and recommendation. A copy of the staff report will be mailed to the applicant on the Thursday before the City Council meeting.
5. For more complex Conditional Use Permit requests, the City Council may request a public meeting on site, which the builder and/or property owner is expected to attend. On-site public meetings are typically held at 9:00 am on the Saturday before the City Council meeting. Property owners within 500 feet of the subject property will also be invited to the meeting. The City Planner will inform the applicant if an on-site public meeting has been requested.
6. *As the applicant, your presence is expected at the City Council meeting.* The City Council meets on the second Monday of each month. Approval of the Conditional Use Permit requires 3/5 vote of the City Council.

NOTES

1. Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
2. At its discretion, the City may require an outside consultant review the proposed application and provide written comment. Such consultants may include: attorney, engineer, city planner, landscape architect or forester. If the City requires such review and comment, the applicant must provide cash escrow to the City to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).
3. Submittal of an application grants the City permission to inspect and photograph the property.