

Annex	CUP	Home Occ.	Interim Use	Move Building	Non – Conform	Plan Consid.	PUD	Variance
Driveway	Land Excavation		Land Fill	Rental		ROW	Sign	



City of Belle Plaine
 218 N. Meridian Street
 P.O. Box 129
 Belle Plaine, MN 56011

Economic Development Authority
Phone: 952-873-5553
Fax: 952-873-5509
www.belleplainemn.com

Fee: \$100.00 Single/Two-family Dwellings \$400.00 all other applicants

NON-CONFORMING EXPANSION APPLICATION

PROPERTY	Address: _____	Belle Plaine, MN	P.I.N: _____
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Lot(s): _____	Block(s): _____	Subdivision: _____
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Acreage or Square Footage: _____	Zoning: _____
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APPLICANT	<input type="checkbox"/> Owner	Name: _____	Phone: _____
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Address: _____	Cell: _____
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E-mail: _____	Fax: _____
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OWNER	Name: _____	Phone: _____
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Address: _____	Cell: _____
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E-mail: _____	Fax: _____
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DESCRIPTION OF NON-CONFORMITY: _____

NON-CONFORMING EXPANSION IS REQUESTED TO: _____

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

OWNER'S SIGNATURE: _____ **DATE:** _____

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the city should contact about this application. 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.

APPLICANT SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

Zoning: _____	Application Fee: _____	Form of Payment: _____
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		Date: _____
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	<input type="checkbox"/> Site Plan	Transaction Number: _____
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		Collected By: _____
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Reviewed by Community Development Director	<input type="checkbox"/> Application Complete	Date: _____
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Reviewed by Planning Commission	<input type="checkbox"/> Tabled	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____
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Reviewed by City Council	<input type="checkbox"/> Tabled	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____
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SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of expansion permit applications. The following items must be submitted for an expansion permit application to be considered complete. **All plans and written information submitted are public information that may be used in written reports and distributed to the public.**

Application Fee	\$100.00 for Single or Two-Family Dwelling Units \$400.00 for All Other Proposals
Legal Description	A full legal description, as documented on property deed or certificate of title must be submitted.
Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, all platted and recorded easements, natural features (lakes, creeks, floodplain, or wetlands), all existing and proposed structures with dimensions to show size and location, structure setbacks from all property lines, existing and proposed driveways and utility lines, existing two-foot contours, grade elevations at lot and building corners, and lowest floor elevation. The Zoning Administrator may determine if a scaled site plan can be provided as an alternative to the certificate of survey.
Grading and Drainage Plan	A grading and drainage plan must be submitted and must include: <ul style="list-style-type: none">• existing and proposed two-foot contours• location and size of proposed pipes and stormwater treatment areas• associated engineering calculations
Building Rendering	Building renderings must be submitted and must depict all elevations of the proposed addition and specify building materials.
Floor Plan	A floor plan must be submitted illustrating existing and proposed floor plan and must be to scale.
Written Statement	A written statement describing the expansion permit, the intended use of the proposed structure, and how the request would meet various expansion permit considerations as outlined in city code must be submitted.
Required Plans	<ul style="list-style-type: none">• One (1) hard copy of plans• One (1) electronic copy of plans
Other Items As Required	City staff may require that additional items be submitted for full review of a expansion permit application

PROCESS

At its discretion, the city may require an outside consultant to review the proposed application and provide written comment. 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).

A property owner or their representative completes an expansion permit application and submits this application with all required documents to the Community Development Department.

The city sends notification to all property owners within at least 350 feet of the property for which the expansion permit is being requested. These owners are further invited to attend a Planning Commission public hearing which is held to consider the request.

City staff reviews the submitted application and documents and prepare a written report recommending either approval or denial of the expansion request. The written report is forwarded to the applicant or their representative and the Planning Commission and City Council.

The Planning Commission holds a public hearing on the request. During the public hearing: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request. Following the public hearing the Planning Commission discusses the request and votes to approve, deny, or table the expansion permit. This is forwarded to the City Council for final action on the request. The request will be placed on the consent agenda of the City Council. There will be no public hearing at the City Council meeting.

By state law, a final decision on an expansion permit request shall be made within 60-days of submittal of a complete application unless this period is extended by the City for up to an additional 60-days (total of 120 days). An applicant may waive the applicable time limit.

APPROVAL

An expansion permit for a non-conforming use may be granted, **but is not mandated**, when the applicant meets the burden of proving that:

- a. the proposed expansion is a reasonable use of the property, considering such things as:
 - functional and aesthetic justifications for the expansion;
 - adequacy of off-street parking for the expansion;
 - absence of adverse off-site impacts from such things as traffic, noise, dust, odors, and parking; and
 - improvement to the appearance and stability of the property and neighborhood.
- b. the circumstances justifying the expansion are unique to the property, are not caused by the landowner, are not solely for the landowner's convenience, and are not solely because of economic considerations; and
- c. the expansion would not adversely affect or alter the essential character of the neighborhood.

If an expansion permit is approved, it may be subject to conditions some or all of which may need to be satisfied before a building permit will be issued.