Community and Economic Development Department
3400 Plymouth Blvd
Plymouth, MN 55447
(763) 509-5450

Conditional Use Permit Application Checklist

Please submit digital copies of the following via email to planning@plymouthmn.gov to submit your application. Applications will be processed once all items on this checklist are submitted.

Requirements

- **Completed Planning and Zoning Application Form**, signed by the property owner.
- **Accurate Certified Survey** showing the proposal, drawn to scale, including all dimensions and square footages, and the complete legal description of all parcels affected.
- **Site Plan** showing principal and accessory buildings, parking, landscaping, signage, lighting, and grading. Any alteration to a parcel of land to accommodate a conditional use may also require an application for a site plan amendment. Refer to the site plan checklist.
- **Answers** to the questions on page 2.
- **Wetland Report,** via email (if applicable).
- **Application Fee** payable to the City of Plymouth:
  - $400 for 1 and 2 family lots
  - $600 for all other lots, plus for non-residential uses within 500 lineal feet of any residential property, an additional $165 fee for a development sign on one street frontage and $50 per sign for each additional street frontage.
  - $200 wetland fee, if applicable.

    The fee for staff-prepared mailing labels is included in the application fee. Please contact planning@plymouthmn.gov to set up online payment. Or submit a check or cash with the request.

Additional information may be requested concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant as necessary to establish performance conditions in relation to all pertinent sections of the zoning ordinance.

For a complete list of required materials, refer to Section 21015 of the Plymouth Zoning Ordinance.

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Property Location: _____

What is the proposed project? Explain what you're doing and why you need a conditional use permit.

How does the use, and associated Conditional Use Permit, comply with, and effect, the Plymouth Comprehensive Plan?

Explain how the establishment, maintenance, or operation of this conditional use will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety, morals or comfort.

Explain how the Conditional Use Permit would not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

Explain how the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

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Explain how adequate measures have been, or will be, taken to provide ingress, egress, and parking so designed as to minimize traffic congestion in public streets.

Will the conditional use conform to the applicable regulations of the district in which it is located? Explain.

Does the conditional use comply with the general and specific performance standards as specified by Section 21015 of the Plymouth Zoning Ordinance?