
GENERAL LAND USE APPLICATION

This application packet is used to file any land use application(s) that requires approval by the Minneapolis City Planning Commission or the Zoning Board of Adjustment. The packet is a tool for gathering property-related information relevant to a land use application. It contains a checklist of materials required for a land use application and a worksheet to be completed by the applicant.

The Minneapolis Zoning Code (Chapter 525, Section 210) governs the land use application process.

525.210. Application procedures.

- (a) *In general.* All applications submitted shall be processed by the zoning administrator, who shall make a preliminary investigation, in accordance with the procedures set forth in this chapter.
- (b) *Determination of completeness of application.* The zoning administrator shall review all applications and determine whether such applications are complete. Applications shall not be accepted as complete until the applicant has complied with all of the following:
 - (1) A pre-application meeting with city staff during which the appropriate application procedures, requirements and applicable zoning ordinance provisions are reviewed and explained. The zoning administrator may waive this requirement for applications involving less complexity.
 - (2) Submittal of all required application forms relating to the application.
 - (3) Submittal of all supporting information required by city ordinance, the zoning administrator, the planning director, the application forms, or by law.
 - (4) Submittal of all fees.
 - (5) Submittal of all required environmental reviews.
 - (6) Submittal of all required state and federal permits for uses located in the FP Floodplain Overlay District.
 - (7) *City council and neighborhood notification by the applicant.*
 - a. For all land use applications requiring a public hearing as set forth in this zoning ordinance, except appeals of decisions of the city planning commission or board of adjustment, submittal of evidence that notification of the application has been mailed or delivered to the ward council office and the neighborhood group(s) for the area in which the property is located.
 - b. For all applications for administrative site plan review as set forth in Chapter 550, submittal of evidence that notification of the application has been mailed or delivered to the neighborhood group(s) for the area in which the property is located. The neighborhood group(s) to be notified are those organizations that appear on the list maintained by the city for this purpose.
 - c. The notification shall include the following information:
 - 1. A description of the project; the zoning approvals that the applicant is aware are needed for the project;

For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.
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2. The address of the property for which zoning approval is sought; and
 3. The applicant's name, address, telephone number, and email address, if available.
- d. Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two (2) or more neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).
- (c) *Incomplete applications.* If after the application has been accepted, the zoning administrator determines that the application is not complete, the zoning administrator shall notify the applicant in writing within fifteen (15) business days of receipt, specifying any deficiencies of the application, including any additional information which must be supplied, and that no further action shall be taken by the city on the application until the deficiencies are corrected.
 - (d) *Remedy of deficiencies.* If the applicant fails to correct the specified deficiencies within thirty (30) days of the notification of deficiency, the application shall be deemed withdrawn and will be returned to the applicant.
 - (e) *Extensions of time.* Upon written request by the applicant, the zoning administrator may, for good cause shown and without any notice or hearing, grant extensions of any time limit imposed on an applicant by these application procedures.

GENERAL LAND USE APPLICATION REQUIREMENTS CHECKLIST

Staff will accept only complete applications that include all of the items listed below and any specific application requirements. If any of the items are missing at the time of submittal, the application will be deemed incomplete and staff will not accept the application.¹

	Pre-application meeting.
	Completed General Land Use Application Worksheet.
	Correct fees paid.
	A letter from the property owner, if other than the applicant, authorizing the application.
	Copy of a letter or email, sent to the applicable neighborhood group(s) and city council office(s), explaining the proposed project. The letter must contain the following information: 1. Description of the project. 2. Land use applications that the applicant is aware are needed for the project. 3. Address of the property for which zoning approval is sought. 4. Applicant's name, address, telephone number, and email address, if available. Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).
	Statement of proposed use and description of the project.
	Specific land use application requirements. (<i>See attached pages 5-9</i>)

Additional requirements, as applicable

	Survey prepared by a licensed land surveyor (always required if applying for a variance of a required yard).
	Electronic copy of the existing and/or proposed legal descriptions in a Microsoft Word document (for rezonings and conditional use permits).
	Photos of the property and existing structures.
	Scaled and dimensioned site plan. ²
	Scaled and dimensioned floor plans showing all floors (include property lines and roof plan).
	Landscaping plan showing existing and proposed shrubs and trees (location, type, number and overall amount).
	Scaled and dimensioned elevations of each façade, including a table that lists the square footage and percentage of each exterior building material per elevation (for new construction).
	Colored elevations and/or renderings (for new construction).
	Shadow and context studies for large scale projects.
	Material and color samples.
	Scaled and dimensioned signs (locations, types and dimensions).
	Completed Floor Area Ratio Premiums Application.
	A complete travel demand management (TDM) plan, as required by section 555.1310 of the zoning code.

¹ City staff will review the initial application submission to determine completeness and will notify the applicant of what, if any, additional information must be submitted. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

Checklist continued.

	A unit matrix with net residential area for projects with 20 dwelling units or more.
	Verification from staff that the application is not affected by any existing court order.
	An approved waiver from the restrictions of any applicable interim ordinance.
	Completed Preliminary Development Review submittal.
	If the property is a locally designated historic landmark and the development project requires a Certificate of Appropriateness, the General Land Use Application may be deemed incomplete until a complete Certificate of Appropriateness application has been submitted to CPED.
	A Historic Review Letter is required if the project includes demolition of an existing building, according to the definition of “demolition” in 565.50 of the zoning code, and if the property is not already locally designated. The Historic Review Letter will determine whether the building is a historic resource and may be eligible for local historic designation.
	No new application for zoning approval for the same project or proposal shall be accepted or deemed complete, until all previous applications for such project or proposal have been finally acted upon or withdrawn. No new application for zoning approval for the same project or proposal shall be accepted or deemed complete, if at the time of application such property is not in compliance with the requirements of a previous land use approval by the zoning administrator, planning director, board of adjustment, city planning commission or city council.
	Comprehensive plan amendments must be finalized prior to deeming the land use application complete.
	Please submit all required documentation electronically meeting ePlan requirements. Check with your assigned planner to verify whether hard copies are also required.

² The site plan must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the site plan. Site plan information may be combined with the survey of the property. The requirement that one of the above professionals prepare the site plan may be waived by the Zoning Administrator, Planning Director or their authorized representative where the application does not involve a new principal structure, provided the plan is accurately dimensioned and is drawn to an architectural or engineering scale. Applications will not be accepted and permits will not be issued for a new principal structure if a survey is not provided. If the project is subject to Chapter 550, Article V. Site Plan Review Standards, it is recommended that the applicant provide a copy of the site plan review ordinance to the registered professional prior to preparation of a site plan. Site plans must include the following items:

- All property lines (existing and proposed).
- Streets, sidewalks and alleys, include existing and proposed curb cuts. If public areas are to be vacated, indicate this. Indicate traffic flow on streets, alleys and drive aisles.
- Adjacent uses (show location and identify).
- Building footprints (including garages and other accessory structures) and square footages.
- Other impervious surfaces (walkways, decks, patios, etc.) and square footages.
- Structure encroachments (including areaways, balconies, door swings, etc.) in the right-of-way.
- Dimensioned parking, including accessible spaces, electric vehicle spaces, and loading spaces (all parking and loading areas serving the property). Indicate how the parking and loading areas will be designed (curbing, wheel stops, etc.). Indicate location of bicycle parking spaces.
- Indicate snow storage area or propose a snow removal plan.
- Walls, screens and fences (show location, type and height).
- Mechanical equipment (air conditioning units, electrical transformers, private or public utilities, etc.)
- Fire hydrants, transit stops, public plazas, trash enclosures, trees in the public right-of-way.
- Proposed and existing lighting (location, type and size).
- Natural features and topography.
- Indicate the direction of water drainage from the site and building (downspouts, roof drains, etc.).
- Stormwater management plan where more than ½ acre of land is disturbed.
- Erosion control plan for sites where more than 5,000 square feet of dirt is disturbed.
- Indicate north arrow and date the plan was drawn.

SPECIFIC LAND USE APPLICATION REQUIREMENTS CHECKLIST

In addition to the General Application Requirements, the following may also be required:

Identified applications (subject to change):

CONDITIONAL USE PERMIT	CERTIFICATE OF NONCONFORMING USE	CHANGE OF NONCONFORMING USE	EXPANSION OR ALTERATION OF NONCONFORMING USE
REZONING	SITE PLAN REVIEW	VARIANCE	HEIGHT INCREASE

CONDITIONAL USE PERMIT

Note: After a conditional use permit has been approved by the City of Minneapolis and the action has become final, such conditional use permit shall be recorded with the Hennepin County Recorder (abstract property) or Registrar of Titles (Torrens property).

ALL CONDITIONAL USE PERMITS: *A statement by the applicant which addresses the following required findings:*

- (1) The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.
- (2) The conditional use will not be injurious to the use and enjoyment of other property in the vicinity and will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- (3) Adequate utilities, access roads, drainage, necessary facilities or other measures, have been or will be provided.
- (4) Adequate measures have been or will be taken to ensure a safe and effective interface with the public right-of-way and the nearby transportation system.
- (5) The conditional use is consistent with the applicable policies of the comprehensive plan.
- (6) The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

SIGN ADJUSTMENTS: *In addition, the following findings must be addressed:*

- (1) The sign adjustment will not significantly increase or lead to sign clutter in the area or result in a sign that is inconsistent with the purpose of the zoning district in which the property is located.
- (2) The sign adjustment will allow a sign that relates in size, shape, materials, color, illumination and character to the function and architectural character of the building or property on which the sign will be located.

COMMUNICATION TOWERS, ANTENNAS AND BASE UNITS: *In addition, the following information must be submitted:*

- (1) Responses to sections 550.1660 and 550.1670.
- (2) A photo simulation of the proposed communications tower and/or antennas.
- (3) Photograph of the base equipment.
- (4) Proof of the FCC license.
- (5) Letter from the State Historic Preservation Office.
- (6) Certified property survey.

- (7) Map showing the distance from all surrounding residential structures.
- (8) Map showing the existing communication towers within a one-mile radius of the site and an explanation of why the existing communications towers cannot be used for co-location.

PLANNED UNIT DEVELOPMENT: *In addition, submit the required items found in the Planned Unit Development Application Packet.*

SHORELAND OVERLAY DISTRICT: *The following findings must be addressed for a conditional use permit required by the Shoreland Overlay District, per section 535.1260 of the zoning code:*

- (1) The prevention of soil erosion or other possible pollution of public waters, both during and after construction.
- (2) Limiting the visibility of structures and other development from protected waters.
- (3) The suitability of the protected water to safely accommodate the types, uses and numbers of watercraft that the development may generate.

HEIGHT INCREASE IN THE SHORELAND OVERLAY DISTRICT: *The zoning administrator is required to find the following to increase the height of a principal structure, as applicable, per section 535.1240 of the zoning code:*

- (1) The building furthers principles of human scale design and massing, particularly facing the public realm in the lower floors of the building.
- (2) The portion of the building receiving the height increase responds to a change in built form on adjacent properties in less intense built form overlay districts with a gradual transition in height and scale.
- (3) The building form and massing is distributed and oriented in a manner appropriate to the scale and proportion of the built surroundings to reasonably address the impact of shadowing on adjacent properties, the public realm, and existing solar energy systems, and to allow access to light and air of adjacent properties.
- (4) Exterior materials are consistent and compatible on all sides of the building.

INCREASED NONRESIDENTIAL FLOOR AREA OF AN ADAPTIVE REUSE: *The zoning administrator is required to find the following to increase the maximum size of nonresidential uses of an adaptive reuse in the UN1, UN2, UN3 districts, as applicable, per section 545.40(g) of the zoning code:*

- (1) Nature of the use including, but not limited to, operations that produce noise or other adverse off-site impacts.
- (2) Hours of operation.
- (3) Number of employees.
- (4) Motor vehicle traffic generation including, but not limited to, delivery truck size, location, frequency, and time of day of loading operations.

OTHER CONDITIONAL USE PERMITS: *In addition, findings must be submitted if applying for any of the following:*

- A conditional use permit to **increase the gross vehicle weight of commercial vehicles allowed to be parked within a certain distance of an urban neighborhood or residential mixed-use district** (section 555.900).
- A conditional use permit **to allow exterior lighting in the Mississippi River Corridor Critical Area Overlay District** that is noncompliant with the standards of section 535.1680 of the zoning code.
- Any conditional use permit required by the **Mississippi River Corridor Critical Area Overlay District** (section 535.1620(c)) or **Floodplain Overlay District** (section 535.1450).
- *Note:* The findings for the conditional use permits listed above will be provided to the applicant by staff.

CERTIFICATE OF NONCONFORMING USE

Documents and/or affidavits showing continuous use of the property back to a time when the use was a legal, conforming use. Examples of supportive documents may include building permit records, business records, lease agreements, tax statements, etc.

CHANGE OF NONCONFORMING USE

A statement by the applicant which addresses the following aspects of the proposed change:

- (1) Hours of operation.
- (2) Signage.
- (3) Motor vehicle traffic generation.
- (4) Nature of business operations.
- (5) Number of employees.
- (6) Building bulk.
- (7) Aesthetic impacts.
- (8) Lighting, noise, odor, heat, glare and vibration.

EXPANSION OR ALTERATION OF NONCONFORMING USE

A statement by the applicant which addresses the following required findings:

- (1) A rezoning of the property would be inappropriate.
- (2) The enlargement, expansion, relocation, or intensification will be compatible with adjacent property and the neighborhood. Further, because of improvements to the property, the proposal will improve the appearance or compatibility with the neighborhood.
- (3) The enlargement, expansion, relocation, or intensification will not result in significant increases of adverse off-site impacts such as motor vehicle traffic, noise, dust, and odors. When the nonconforming use is a high-impact production and processing use, a principal electricity generation use, or a post-consumer waste processing use, the enlargement, expansion, relocation, or intensification will result in an appreciable decrease of adverse off-site impacts such as motor vehicle traffic, noise, dust, and odors.
- (4) In districts in which residential uses are allowed, the enlargement, expansion, relocation, structural alteration or intensification will not result in the creation or presence of more dwelling units or rooming units on the subject property than is allowed by the regulations of the district in which the property is located.
- (5) The enlargement, expansion, relocation, structural alteration or intensification will not be located in the floodway district.

REZONING

Complete Forms A through C, as required, found in the Zoning Application, Petitions and Affidavits Packet.

- If signatures are required, complete Forms D and E, and possibly Forms F and G, and obtain a list and map of property owners within 100 feet from the boundaries of the entire property and all contiguous property under the same ownership as the property in question. The map shall include underlying platted lots.

SITE PLAN REVIEW

See Chapter 550, Article V, Site Plan Review Standards.

VARIANCE

ALL VARIANCES: *A statement by the applicant which addresses the following required findings:*

- (1) Challenges exist in complying with the ordinance because of circumstances unique to the property. The unique circumstances were not created by persons presently having an interest in the property and are not based on economic considerations alone.
- (2) The property owner or authorized applicant proposes to use the property in a reasonable manner that will be in keeping with the spirit and intent of the ordinance and the comprehensive plan.
- (3) The proposed variance will not alter the essential character of the locality or be injurious to the use or enjoyment of other property in the vicinity. If granted, the proposed variance will not be detrimental to the health, safety, or welfare of the general public or of those utilizing the property or nearby properties.

SIGN VARIANCE: *In addition, the following findings must be addressed if applying for a sign variance:*

- (1) The sign adjustment will not significantly increase or lead to sign clutter in the area or result in a sign that is inconsistent with the purpose of the zoning district in which the property is located.
- (2) The sign adjustment will allow a sign that relates in size, shape, materials, color, illumination and character to the function and architectural character of the building or property on which the sign will be located.

SHORELAND OVERLAY DISTRICT: *In addition, the following findings must be addressed for a variance required by the Shoreland Overlay District:*

- (1) The prevention of soil erosion or other possible pollution of public waters, both during and after construction.
- (2) Limiting the visibility of structures and other development from protected waters.
- (3) The suitability of the protected water to safely accommodate the types, uses and numbers of watercraft that the development may generate.

ADDITIONAL STANDARDS TO PERMIT DEVELOPMENT ON A STEEP SLOPE, WITHIN 40 FEET OF THE TOP OF A STEEP SLOPE OR BLUFF, OR WITHIN 50 FEET OF THE ORDINARY HIGH WATER MARK OF ANY PROTECTED WATER IN THE SH SHORELAND OVERLAY DISTRICT:

- (1) Development must currently exist on the steep slope or within forty (40) feet of the top of a steep slope within five hundred (500) feet of the proposed development.
- (2) The foundation and underlying material shall be adequate for the slope condition and soil type.
- (3) The development shall present no danger of falling rock, mud, uprooted trees or other materials.
- (4) The view of the developed slope from the protected water shall be consistent with the natural appearance of the slope, with any historic areas, and with the surrounding physical context.

OTHER VARIANCES: *In addition, findings must be submitted if applying for any of the following:*

- Any variance required by the **MR Mississippi River Critical Area Overlay District** (section 535.1620(b)) or **Floodplain Overlay District** (section 535.1450). The findings will be provided to the applicant by staff.

HEIGHT INCREASE

Where eligible, complete the Height Increase Application to apply to increase height, as authorized by Chapter 540, Built Form Overlay Districts.

FEES

APPLICATION TYPE		FEE (DOLLARS)	FEE (DOLLARS)
Administrative reviews to increase height as authorized by Chapter 540, Built Form Overlay Districts:	0 – 9,999 square feet of lot area	525	
	10,000 – 43,559 square feet of lot area	780	
	43,560 square feet of lot area or more	1,000	
Administrative review of plazas		540	
Administrative review of skyways		540	
Appeals of the ruling of the board of adjustment or city planning commission		540	
Appeals of the ruling of the zoning administrator, planning director or other official involved in the administration or the enforcement of this zoning ordinance		540	
Certificates of nonconforming use		745	
Comprehensive plan amendments		1,320	
Conditional use permits:	0 – 9,999 square feet of lot area	780	
	10,000 – 43,559 square feet of lot area	1,050	
	43,560 square feet of lot area or more	1,300	
Conditional use permits for the following uses:	Signs	800	
	Planned unit developments	3,070	
	Wind energy conversion systems	800	
Environmental reviews		740**	
Expansion or change of nonconforming use		865	
Interim uses		935	
Minor subdivision		365	
Preliminary and final plat or registered land survey		1,035	
Rezoning (zoning amendments)	0 – 9,999 square feet of lot area	1,000	
	10,000 – 43,559 square feet of lot area	1,330	
	43,560 square feet of lot area or more	1,680	
Site plan reviews:	0 – 9,999 square feet of lot area	950	
	10,000 – 43,559 square feet of lot area	1,680	
	43,560 square feet of lot area or more	2,220	
	Amendment to approved plan	540	
Temporary uses		170	
Transfer of development rights		540	
Travel demand management plans:	Major	620	
	Minor	325	
Variances*:	0 – 9,999 square feet of lot area	525	
	10,000 – 43,559 square feet of lot area	935	
	43,560 square feet of lot area or more	1,200	
Waiver of restrictions of interim ordinances		540	
TOTAL FEES			

*Fees are not collected for variances of the subdivision ordinance.

**Or the actual costs of environmental review processes as determined by the planning director, whichever is greater

GENERAL LAND USE APPLICATION WORKSHEET

Name of Proposed Project or Subdivision				
Property Owner/Applicant	Name			
	Mailing address, including city, state, and zip code			
	Phone number			
	Email			
Applicant's Representative <i>This person will be the primary contact for staff, and is the authorized agent in place of the property owner</i>	Name			
	Mailing address, including city, state, and zip code			
	Phone number			
	Email			
Neighborhood Group Contact <i>Be sure to include a copy of the letter or email that was sent</i>	Organization			
	Contact name			
	Email			
	Date letter/email sent			
Council Member Contact <i>Be sure to include a copy of the letter or email that was sent</i>	Name			
	Ward			
	Date letter/email sent			
Property Information <i>Provide a separate sheet, if needed</i>	Address(es)			
	Identification number(s)			
	Lot area (square feet)			
	Zoning classification(s)			
Building Data <i>Fill in existing & proposed even when no change is proposed</i>	Gross floor area (square feet)	Existing to remain:	Proposed new:	Total:
	Building footprint area (square feet)	Existing to remain:	Proposed new:	Total:
	Building height	Existing stories:		Proposed stories:

		Existing feet:	Proposed feet:
	Dwelling units	Existing:	Proposed:
Parking Data	Total number of vehicle spaces	Existing:	Proposed:
	Standard spaces	Existing:	Proposed:
	Compact spaces	Existing:	Proposed:
	Accessible spaces	Existing:	Proposed:
	Electric vehicle spaces	Existing:	Proposed:
	Bicycle spaces	Existing:	Proposed:
	Loading spaces	Existing:	Proposed:
Landscaping Data	Landscaped area (square feet)	Existing:	Proposed:
Impervious Surface Data	Impervious surfaces (square feet)	Existing:	Proposed:
Property History	Name of current business:	Beginning / end dates:	Type of business / use:
Fence Data <i>Indicate location on site plan</i>	First fence (check one): Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):
			Height (feet):
	Second fence (check one): Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):
			Height (feet):
Sign Data <i>Include a sign plan with elevations for new signage</i>	Number of signs	Existing:	Proposed:
	First sign (check one): Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x width (feet):
		If lit, how?	Area (square feet):
			Height above grade (feet):
	Second sign (check one): Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x width (feet):
		If lit, how?	Area (square feet):
			Height above grade (feet):

LAND USE APPLICATION(S)

Do not complete the following section (Staff will do this) PLAN _____

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

I understand that I must file the land use application(s) listed above with the Community Planning and Economic Development Department – Planning Division and obtain approval of these applications by the Minneapolis City Planning Commission or the Zoning Board of Adjustment in order to conform with the zoning ordinances of the City of Minneapolis. I certify that the information which I have supplied in submitting these application(s) is correct and accurate to the best of my knowledge. When I submit this application along with the required application fee(s) and *a properly scaled and dimensioned plan* of the subject property, I authorize the Community Planning and Economic Development Department – Planning Division to process the land use application(s) listed above.

Applicant’s name and signature

Date

- ❖ Must be signed and dated by the applicant before the application(s) will be processed.
- ❖ Applications received after 3:30 p.m. will be processed as received on the following business day.
- ❖ Planning Division staff may identify additional land use applications upon further analysis of the proposed project.