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## RECORDING CONDITIONAL USE PERMIT APPROVALS

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Minnesota Statutes 462.3595, subd. 4, requires that a certified copy of any Conditional Use Permit (CUP) be filed with the County Recorder (Abstract property) or Registrar of Titles (Torrens property). After a CUP is approved and the 10-day appeal period has expired, Minneapolis Community Planning and Economic Development (CPED) Planning Division staff will provide you with a certified document that you will take to the Hennepin County Government Center for recording. A copy of the recorded document shall be returned to Minneapolis CPED Planning Division staff. **This is required to finalize the CUP approval and before any building permits may be issued or the use or activity requiring the CUP may commence.**

- 1) **Minneapolis CPED Planning Division staff will require the following information from the applicant in order to prepare the certified CUP documents for recording:**

Legal Description

The legal description for subject property is required. If you do not know the legal description, call the Hennepin County Taxpayer Services office at 612-348-3011 with the street address or Property Identification Number (PIN) or search the Hennepin County website at [www.hennepin.us](http://www.hennepin.us) and select Property Information Search under Online Services.

Property Type

You must identify if your property is Abstract or Torrens. If you do not know if the land is Abstract or Torrens, call the Hennepin County Torrens Filing Information Line at 612-348-5139 with the legal description or Property Identification Number (PIN) or search the Hennepin County website at [www.hennepin.us](http://www.hennepin.us) and select Property Information Search under Online Services.

- 2) **Minnesota Statutes Section 507.093 requires specific formatting for recordable documents that Minneapolis CPED staff will follow in preparing the certified CUP document:**

Minneapolis CPED staff will provide you with the documents to be recorded that meet the formatting guidelines.

- 3) **Recording of documents by the applicant:**

The applicant is required record the CUP approval document with Hennepin. Documents relating to Torrens property must be filed with the Hennepin County Registrar of Titles. Documents relating to Abstract property must be filed with the Hennepin County Recorder. Please check the Hennepin County website for in-person, mail, or eRecording options. <https://www.hennepin.us/residents/property/real-estate-recording-information>

The County will charge a fee for recording documents. Fee information is also available at the Hennepin County website.

Proof of recording shall be provided to the City. Proof of recording is the cover page supplied by Hennepin County when the document is recorded that shows a bar code and filing date and a copy of the document recorded. To obtain the proof of recording you will bring the fully executed conditional use permit document (supplied by the City staff) to the County. **After the original is recorded with the County, you must provide a copy with the proof of recording to the planner assigned to your project for the City's records.**

**Recording is required to finalize the CUP approval, before any building permits may be issued, or before the use or activity requiring the CUP may commence. Your CUP approval is not finalized and will expire two years from the date of the City Planning Commission approval (or extension date) unless the CUP is recorded and evidence of the recording is provided to CPED Planning Division staff.**