



CONDITIONAL USE PERMIT APPLICATION CHECKLIST

Type 2 Review

This application checklist provides information about what is to be submitted for the project narrative and the site plan (if required). A complete development review application includes the following:

- Completed and signed development review application
- Completed and signed escrow form
- Completed application checklist
- Application fee

1. Conditional Use Permit Project Narrative

Submit a separate project narrative document which answers or addresses the following questions about the proposed conditional use.

- a) What is the zoning district for the property?
- b) What is the existing use for the property?
- c) What is the proposed use for the property?
- d) Is the proposed use allowed in the applicable zoning district as a conditional use? (City code section 515.17 or 515.21)
 Yes No
- e) Explain how the proposed use will be in accordance with the objectives of the city's Comprehensive Plan's Planned Land Use Map and City Code section 500.03.
- f) Describe how the proposed use will be designed, constructed, operated or maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
- g) Explain how such impacts as noise, hours of activity, and exterior lighting have been sufficiently addressed to mitigate negative impacts on nearby uses.
- h) Is parking adequately provided for the proposed use? (City code section 520.15)
- i) Have any use specific standards for the proposed use been addressed? See City code section 515.19 for principal uses and section 515.23 for accessory uses.
- j) Is the property located within a floodplain?
 Yes No

If a property is located in a floodplain, the applicant must also address the conditional use permit criteria found in city code section 515.09.

2. Site plan design features checklist. If the proposed use involves construction of a new building or a building addition, submittal of a site plan is required. Check all items included in the application. Items may be modified with advance approval from the city planner.

General Plan Information.

- a) The site plan must be prepared by a civil engineer, a land surveyor, a landscape architect or an architect licensed by the State of Minnesota.
- b) The applicant shall submit one 24" x 36" and one 11" x 17" set of the plan sheets, and email a pdf copy to city planner Dan Olson at dan.olson@crystalmn.gov. **The pdf copy shall be no larger than 25 MB.**
- c) Separate site plan sheets shall be provided as follows:
 - a. Site plan
 - b. Utility plan. To receive record drawings, you may contact publicworks@crystalmn.gov
 - c. Stormwater management and erosion control plan (city code section 520.17, subd. 4-15, which addresses approval standards)
 - d. Landscape plan (city code section 520.11)
 - e. Exterior lighting plan (city code section 520.07)
 - f. Building architectural plans (city code section 520.05)
- d) Each sheet of the site plan must:
 - Include the name of the proposed project
 - Be numbered
 - Include a legend, a north arrow, and date of preparation
 - Be drawn to a minimum scale of 1' = 100', unless an alternative scale has been agreed to with the city planner in advance

Site plan. The site plan drawing shall include the following information:

- Property address(es)
- Legal description
- Zoning classification for property
- Boundary survey prepared by a surveyor licensed by the State of Minnesota showing property lines and existing easements
- Lot dimensions and area calculation
- Location map
- Location of existing and (if applicable) proposed public streets, driveway entrances, and curb cuts
- Location of existing and proposed buildings showing distance from property lines, exterior dimensions of each building, and location of entrances
- Proposed height of building or addition that is in compliance with city code section 520.01, Subd. 5. The Federal Aviation Administration (FAA) may require the submittal of Form 7460-1 ("Notice of Proposed Construction or Alteration") relating to building height in the vicinity of the Crystal Airport. Additional information about FAA requirements can be found in Title 14, Part 77 of the Code of Federal Regulations, with Section §77.9 being the submittal requirements for buildings exceeding specific Above Ground Levels on the property. **If Form 7460-1 is required by the FAA, the development review application submittal shall include a response letter from the FAA.**
- If applicable, number of existing and proposed dwelling units
- Existing and proposed parking areas and drive aisles in compliance with the requirements in city code section 520.15. The following information should be included:

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- Size, dimensions, and setbacks of parking spaces and drive aisles
- Location and dimension of handicapped parking spaces
- Notation describing the surfacing materials to be used for pavement and curbing
- The methodology used for calculating the required number of parking spaces
- If proposed, location of bicycle parking
- Existing and proposed sidewalks or pedestrian connections
- Percentage of existing and proposed lot coverage (areas covered by hard surface such as buildings, parking areas, and sidewalks)
- Location of existing and proposed outdoor trash and recycling enclosures and methods for screening such areas
- Location of existing and proposed outdoor mechanical equipment and methods for screening such areas
- Location of existing and proposed fences and walls
- If applicable, existing and proposed loading spaces
- Location of any existing or proposed freestanding or monument signs
- Location of snow storage adjacent to areas that will be routinely plowed. Snow storage must not include the right of way
- The site plan shall meet the requirements of the 2020 Minnesota State Fire Code, including requirements for fire lanes and hydrants and the location of the fire department connection (FDC)
- The site plan shall provide for adequate vehicle movement within the site that prevents vehicles from backing up into public streets. If ingress and egress of larger vehicles is proposed on the site, such as semi-trucks, provide an illustration with the following information:
 - Length of the proposed vehicles
 - Vehicle turning radiuses
 - Arrows showing vehicle movements within the site
 - Loading and unloading areas

Utility plan. The plan drawing shall include the following information:

- Existing and (if applicable) proposed location and size of sanitary sewer mains and service lines
- Existing and (if applicable) proposed location and size of water mains, service lines, and hydrants
- Existing and (if applicable) proposed location and size of storm drainage facilities on and adjacent to the property
- Existing location of private underground and overhead utilities

Stormwater management and erosion control plan. The plan drawing shall include the following information:

- Existing site map including items noted in city code section 520.17, subd. 4 (a)
- Site construction plan including items noted in city code section 520.17, subd. 4 (b)
- Plan of final site conditions including items noted in city code section 520.17, subd. 4 (c)
- Documentation that addresses items noted in city code section 520.17, subd. 5 through 15. Stormwater calculations supporting the project design shall be included as a separate document.
- Stormwater pollution prevention plan

Landscape plan. The landscape plan drawing shall include the following information:

- Landscape plan indicating existing landscape material to be installed, retained or removed, including materials to meet the city's requirements for parking lot landscaping

and for visual screening. New trees shall be in conformance with the city's approved tree species list (page 5 of this checklist).

- If native vegetation is proposed, the landscape plan shall contain the information required in city code section 615, including a maintenance plan.
- A tree inventory prepared by an arborist, nursery professional, landscape architect or horticulturist indicating the location, type, size, and health of all trees with a diameter at breast height (DBH) of 12" or greater. The following information shall be submitted with the inventory:
 - A written recommendation from the professional who prepared the tree inventory, indicating which trees should be protected and how they will be protected.
 - If trees over 12" DBH are to be removed, the reason for the removal shall be stated in conformance with city code section 520.11, subd. 5.
 - If trees over 12" DBH are removed, replacement trees shall meet the requirements of city code section 520.11, Subd. 5.

Exterior lighting plan. The lighting plan drawing shall include the following information:

- Locating of proposed new exterior lighting and the type of illuminating devices, fixtures and lamps.
- Photometric data, such as that furnished by manufacturers, showing the angle of cut-off, light illumination, or light emission in foot candles at the property line.

Building architectural plan. The architectural plan drawing shall include the following information:

- Architectural drawing of all new buildings, or building additions that increase the existing footprint by more than 50%, at a scale of not less than 1/8" per foot. Plans must illustrate:
 - All exterior wall elevations
 - Window openings for each façade
 - Primary entrance orientation
 - Description of exterior building materials

Approved Tree List

At its discretion the city may approve cultivars similar to the trees on this list. The most road salt tolerant trees are marked with an *

Common Name	Botanical Name	Common Name	Botanical Name
Accolade Elm	<i>Ulmus 'Accolade'</i>	Japanese Tree Lilac*	<i>Syringa reticulata</i>
American Hophornbeam (aka Ironwood)	<i>Ostrya virginiana</i>	Katsura Tree	<i>Cercidiphyllum japonicum</i>
American Larch	<i>Larix laricina</i>	Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
American Linden	<i>Tilia Americana</i>	Large-leaved Linden	<i>Tilia platphyllos</i>
American Sycamore	<i>Platanus occidentalis</i>	Liberty Elm	<i>Ulmus Americana 'Liberty'</i>
Amur Chokeberry	<i>Prunus maackia</i>	Littleleaf Linden	<i>Tilia cordata</i>
Amur Cork Tree	<i>Phellodendron amurense</i>	Mugo Pine	<i>Pinus mugo</i>
Amur Maackia	<i>Maackia amurensis</i>	Northern Catalpa	<i>Catalpa speciosa</i>
Asian White Birch	<i>Betula playphylla</i>	Norway Spruce	<i>Picea abies</i>
Austrian Pine*	<i>Pinus nigra</i>	Ohio Buckeye	<i>Aesculus glabra</i>
Autumn Splendor Buckeye*	<i>Aesculus 'Autumn Splendor'</i>	Prairie Dream Paper Birch	<i>Betula papyrifera 'Varen'</i>
Balsam Fir	<i>Abies balsamea</i>	Prairie Expedition Elm	<i>Ulmus Americana 'Lewis & Clark'</i>
Black Hills Spruce*	<i>Picea glauca</i>	Princeton Elm*	<i>Ulmus Americana 'Princeton'</i>
Black Tupelo	<i>Nyssa sylvatica</i>	Quaking Aspen	<i>Populus tremuloides</i>
Blue Beech (aka Musclewood)	<i>Carpinus caroliniana</i>	Red Buckeye*	<i>Aesculus pavia</i>
Bottlebrush Buckeye	<i>Aesculus parviflora</i>	Red Oak*	<i>Quercus rubra</i>
Bur Oak	<i>Quercus macrocarpa</i>	Red Pine	<i>Pinus resinosa</i>
Cathedral Elm*	<i>Ulmus 'cathedral'</i>	River Birch	<i>Betula nigra</i>
Common Hackberry	<i>Celtis occidentalis</i>	St. Croix Elm	<i>Ulmus Americana 'St Croix'</i>
Common Horsechestnut*	<i>Aesculus hippocastanatum</i>	Scots Pine	<i>Pinus sylvestris</i>
Crabapple	<i>Malus spp. (disease-resistant spp.)</i>	Silver Linden	<i>Tilia tomentosa</i>
Cucumber Tree	<i>Magnolia acuminata</i>	Speckled Alder	<i>Alnus rugosa</i>
Douglas Fir	<i>Pseudotsuga menziensii</i>	Swamp White Oak	<i>Quercus bicolor</i>
Downy Serviceberry (tree form)	<i>Amelanchier arborea (tree form)</i>	Sweet Birch	<i>Betula lenta</i>
Dwarf Korean Lilac (tree form)	<i>Syringa Meyeri Palibin</i>	Thornless Honeylocust*	<i>Gleditsia triacanthus inermis</i>
Eastern Hemlock	<i>Tsuga Canadensis</i>	Triumph Elm	<i>Ulmus 'Morton Glossy'</i>
Eastern Redbud (northern strain)	<i>Cercis Canadensis</i>	Turkish Hazel	<i>Corylus colurna</i>
European Hornbeam	<i>Carpinus betulus</i>	Valley Forge Elm	<i>Ulmus Americana 'Valley Forge'</i>
Ginkgo* (aka Maidenhair Tree)	<i>Ginkgo biloba (male tree only)</i>	White Oak*	<i>Quercus alba</i>
Harvest Gold Mongolian Linden	<i>Tilia mongolica 'Harvest Gold'</i>	White Pine	<i>Pinus strobus</i>
Hawthorn	<i>Crataegus monogynaser</i>	Yellow Birch	<i>Betula alleghaniensis</i>
Hybrid Serviceberry (tree form)	<i>A. arborea x grandiflora (tree form)</i>	Yellow Buckeye*	<i>Aesculus flava</i>
Jack Pine*	<i>Pinus banksiana</i>	Yellowhorn	<i>Xanthoceras sorbifolium</i>
		Yellowwood	<i>Cladrastus kentukea</i>

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