



# CONDITIONAL USE PERMIT (CUP) APPLICATION CHECKLIST

## CITY OF GRANT

Mailing Address: P.O. Box 577  
Willernie, Minnesota 55090  
Town Hall: 111 Wildwood Road  
Phone: (651) 426-3383 Fax: (651) 429-1998  
E-mail: cityclrk@visi.com

Receipt No.

ESCROW: \_\_\_\_\_

FEE: \_\_\_\_\_

*Makes checks payable to City of Grant.*

### GENERAL REQUIREMENTS:

1. Application Form
2. Fees
3. Escrow
4. Complete legal description
5. A description of the request (either on the application form or in a letter)
6. Public Hearing mailing list of property owners within 1,250 feet of the property boundaries.  
Contact Washington County Surveyor's Office: (651) 430-6875.
7. Site Plan
  - 4 plan sets, 22" x 34"
  - 15 plan sets, 11" x 17"

Plan Sheet Requirements:

  - Title block
  - Name, address, phone number for owner, developer, surveyor, engineer
  - Date of preparation and revision dates
  - North Arrow
  - Graphic scale not less than 1:100

### INCLUDED IN SUBMITTAL

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
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| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |

### SITE PLAN REQUIREMENTS

#### EXISTING AND PROPOSED:

1. Site plans drawn to scale showing property lines and dimensions
2. Area in acres and square feet
3. Setbacks
4. Buildable area
5. Location of all buildings and their size and dimensions, including square footage.
6. Vegetation, landscaping, and screening plans including species and size of trees and shrubs proposed.
7. Wetland delineation
8. Topographic contours at 2-foot intervals, bluff line (if applicable)
9. Waterbodies, Ordinary High Water Level and 100 year flood elevation
10. Curb cuts, driveways, access roads, parking spaces, off-street loading areas, and sidewalks
11. Finished grading and drainage plan sufficient to drain and dispose of all surface water accumulated.
12. Type of business or activity and proposed number of employees.

### INCLUDED IN SUBMITTAL

- |                              |                             |                              |
|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
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| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

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- 13. Proposed floor plan and elevations of any building with use indicated.  YES  NO  N/A
- 14. Sanitary sewer and water plan with estimated flow rates.  YES  NO  N/A
- 15. Soil type and soil limitations for the intended use. If severe soil limitations for the intended use are noted, a plan or statement indicating the soil conservation practice or practices to be used to overcome said limitation shall be made part of the application.  YES  NO  N/A
- 16. A location map showing the general location of the proposed use within the community.  YES  NO  N/A
- 17. A map showing all principal land use within twelve hundred fifty (1,250) feet of the parcel for which the application is being made.  YES  NO  N/A
- 18. Location of wells and septic systems on adjacent properties.  YES  NO  N/A
- 19. Additional information relevant to the request  YES  NO  N/A