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# **CONDITIONAL USE PERMIT**

**Application Information  
Land Use Administration**

**City of Shakopee  
129 Holmes Street South  
Shakopee, MN 55379  
(952) 233-9300**

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Revised 2007**

## Submittal Requirements for Conditional Use Permits

*SEC. 11.85. SUBD.2.*

Application for a conditional use permit shall be made to the Zoning Administrator on forms provided by the City and shall be accompanied by the following:

- A. The legal description of the property;
- B. A list of the names and addresses of the owners of all properties situated wholly or partially within 350 feet of the property as such appears on the records of the Scott County Recorder, or such larger area as specified in the applicable conditional use permit provisions. **This list must come from a certified abstract firm and must be accompanied by a label list for mailing to said property owners;**
- C. Evidence of ownership or an interest in the property;
- D. The fee;
- E. A plat or map of the property which shows, at a minimum, all lot lines, existing and proposed structures, driveways, and parking spaces; and
- F. Such other information may be required by the City. Examples of such information may include the following:
  - Landscaping plan;
  - Screening plan;
  - Lighting plan;
  - Floor plan; and
  - Environmental Information
  - Project Narrative
  - Please note all applications must include 26 sets of all plans and 11x17 copies if original are larger than 11x17. Please check with a City Planner for details.

## CONDITIONAL USE PERMITS

CITY OF SHAKOPEE  
INFORMATIONAL HANDOUT

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A conditional use is a use that is generally permitted within a zoning district, but requires special review and limitations because if not carefully located or designed, it may have a detrimental impact on neighboring properties or the City. A conditional use permit may be granted only when the following findings are met:

1. the use will 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 immediate vicinity;
2. the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses allowed in the area;
3. adequate utilities, access roads, drainage, and other necessary facilities have been or will be provided;
4. the use is consistent with the purposes of the zone in which the applicant intends to locate the proposed use; and
5. the use is not in conflict with the comprehensive plan.

In granting a conditional use permit or altering an existing conditional use permit, the Board of Adjustment and Appeals or City Council may impose additional conditions to preserve the health, safety or welfare of the community or in order to implement the purposes of the Zoning Ordinance or the Comprehensive Plan.

Additional criteria must be met for conditional uses within a floodplain overlay zone. These criteria are listed in Section 11.85, Subd. 13 of the Shakopee City Code.

A conditional use permit shall become void if it is not used within one year of the date of final action by the city. A conditional use permit shall expire if normal operation of the use has been discontinued for 6 or more months.