

APPLICATION FOR TEMPORARY EXCAVATION PERMIT

Pre-Application: Meeting with Planning Department staff prior to application submittal can help an applicant better understand the process and identify potential issues.

Application Deadline & Completeness: All required application information and payment of the application fee must be received by the deadline identified on the attached schedule.

All applications are evaluated by Planning Department staff, including the application form, fee, site plan and other relevant supporting information. If the materials submitted are deemed to be incomplete, Planning Department staff can reject the application and not place the item on the Planning Commission agenda.

Application Information Required: A site plan, drawn to scale including the following information must accompany the application form with applicant(s) and owner(s) signature(s):

1. Property lines and dimensions
2. Size, location and use of all existing and future buildings, excavation areas, processing areas and stockpiles
3. Parking stalls and drive areas
4. Points and widths of ingress and egress
5. Proposed elevation, drainage and access routes to be used in hauling to and/or from the site and its frequency

One full-size site plan and one 11" x 17" site plan are required. Planning Department staff may waive submission of the full-size site plan, when appropriate.

Staff Review: Staff will review all application materials and prepare a memorandum for the Planning Commission. The memo will contain City staff's recommendation to approve, approve with conditions, or deny. A copy of all application materials, including the staff memo, will be mailed to the applicant prior to the Planning Commission meeting. All materials will be available to the public through the City's website.

Planning Commission Meetings: Planning Commission meetings are held on the second Tuesday of each month, unless there is a conflict with an election or holiday.

- In accordance with the Planning Commission's adopted rules of order and procedure, an individual board member will not accept or participate in any discussion or review/receipt of information related to any pending request outside of an official meeting of the Planning Commission (ex-parte contacts prohibited). All communications should be sent to Planning Department staff, who will distribute the information to all commission members. Planning Commission members may visit the subject property prior to the meeting.
- It is recommended that the applicant, or their designated representative, attend the meeting to respond to questions and/or concerns expressed by interested parties, Planning Commission members, or the general public. The Planning Commission members will proceed to discuss and debate the request amongst themselves and with Planning Department staff.
- The Planning Commission has the option of approving the request, approving the request with conditions, denying the request, or tabling a decision on the matter to their next meeting. The Planning Commission's decision is submitted to the City Council in the form of a recommendation, along with application materials, a copy of the staff report and recommendation and any other related information.

City Council Meetings: City Council meetings are usually held on Mondays twice a month. Planning Department staff will place the temporary excavation request on the next regularly scheduled City Council meeting.

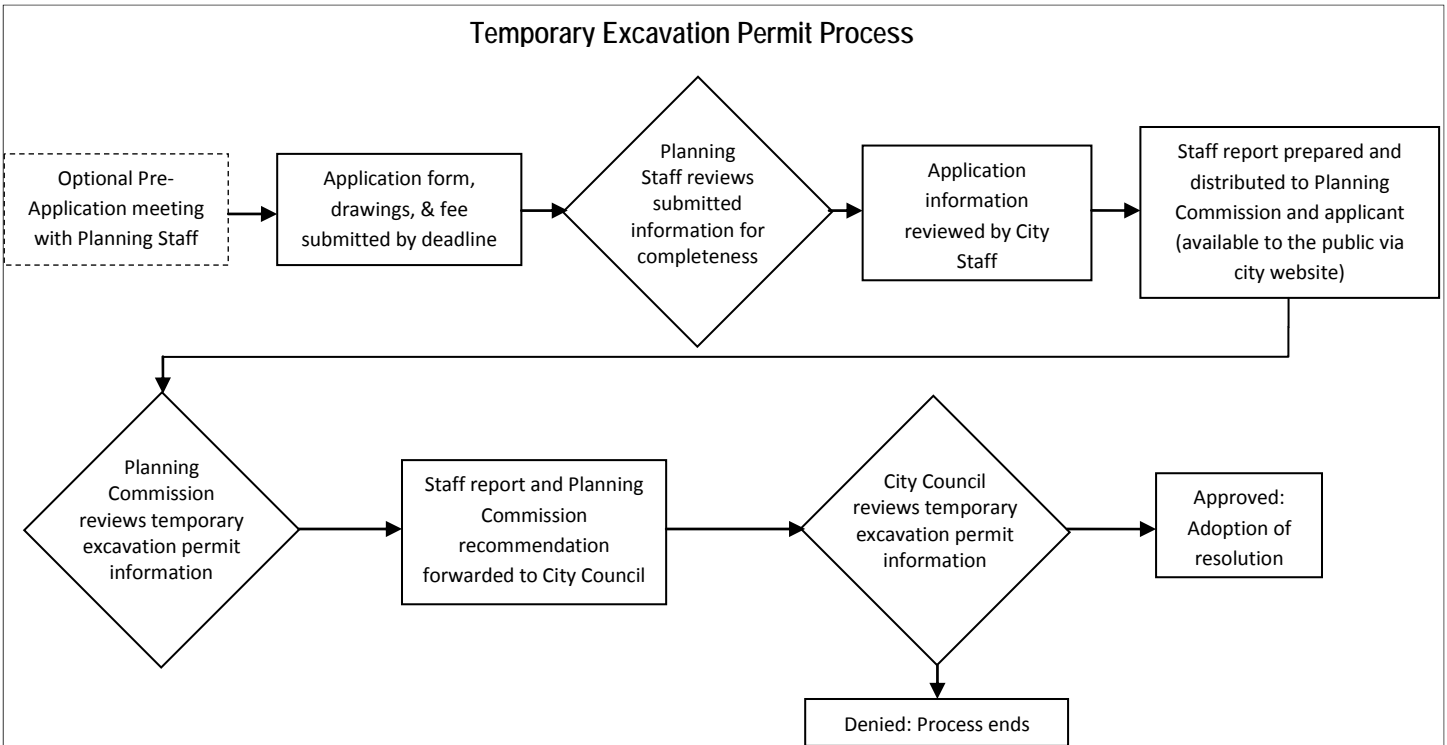
- In accordance with City Council's adopted rules of order and procedure, an individual council member will not accept or participate in any discussion or review/receipt of information related to any pending request outside of an official meeting of the City Council (ex-parte contacts prohibited). All communications should be sent to Planning Department staff, who will distribute the information to all council members. City Council members may visit the subject property prior to the meeting.
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- The City Council has the option of approving the request, approving the request with conditions, denying the request, or tabling a decision on the matter to their next meeting.

Withdrawal and Refund Policy:

- All withdrawal requests must be submitted by the applicant to the Planning Department in writing.
- Refund of the application may be possible if the withdrawal request occurs prior to a public hearing. The amount of the refund will depend on where the application is in the review process.

Permit Issuance: Temporary Excavation Permits shall be issued for a maximum period of one (1) year and shall be subject to review and rehearing at that time.



Note to Applicant: Please be aware that any written information you provide with your application or at a public hearing, including pictures, becomes the property of the City. All comments made at all meetings of the Planning Commission, Zoning Board of Appeals and City Council becomes part of the public record. Virtually all Planning Commission, Zoning Board of Appeals and City Council meetings are broadcast live on cable Channel 19 in St. Cloud and rebroadcast at later dates.

Questions / Submit Completed Application To:
 Planning & Zoning Department
 400 2nd Street South
 St. Cloud, MN 56301
 Phone: (320) 255-7218 Email: planner@ci.stcloud.mn.us
 Fax: (320) 255-7258 Website: www.ci.stcloud.mn.us

The City of St. Cloud’s mission is to “provide high quality public services for our residents in a cost effective, responsive, innovative and professional manner given the changing needs and resources available.”

APPLICATION FOR TEMPORARY EXCAVATION PERMIT

REQUIRED APPLICATION INFORMATION

APPLICANT INFORMATION:

Name(s): _____

Address, City, State, and Zip Code: _____

Phone Number(s): _____ E-mail Address: _____

PROPERTY OWNER INFORMATION:

Name(s): _____

Address, City, State, and Zip Code: _____

Phone Number(s): _____ E-mail Address: _____

Street Address of Subject Property _____

Applicant's Interest in Subject Property: Contractual (Attach Evidence) Freehold

Total Area (Acres or Square Feet) of Subject Property _____

Complete Legal Description of Subject Property (if applicable):

1. State exactly what will be done on the property if the excavation permit is granted:

2. Explain why you are requesting to use the property as described in Question 1:

3. Identify the intended days and times of operation and project period of excavation:

4. List equipment that will be used in the extraction, processing, stockpiling and hauling of the extracted material:

I HEREBY CERTIFY THAT I HAVE READ, EXAMINED AND UNDERSTAND THIS APPLICATION AND THAT THE INFORMATION SUBMITTED HEREIN AND ATTACHED HERETO IS TRUE, ACCURATE AND CORRECTLY STATES MY INTENTIONS.

Applicant Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

STAFF USE ONLY

Application Fee Received by _____ Date Received _____

Request for variance from Article _____, Section _____ for the Land Development Code requires _____

PLANNING COMMISSION

2019 Schedule of Meetings

Meeting Date (meetings begin at 6:00 p.m.)	Submittal Deadline (all materials must be submitted by 4:30 p.m. unless otherwise denoted)
Tuesday, January 8	Wednesday, December 26, 2018
Tuesday, February 12	Monday, January 28
Tuesday, March 12	Monday, February 25
Tuesday, April 9	Monday, March 25
Tuesday, May 14	Monday, April 29
Tuesday, June 11	Tuesday, May 28
Tuesday, July 9	Monday, June 24
Tuesday, August 13	Monday, July 29
Tuesday, September 10	Monday, August 26
Tuesday, October 8	Monday, September 23
Tuesday, November 12	Monday, October 28
Tuesday, December 10	Monday, November 25