

RIPARIAN LOT – DETACHED ACCESSORY STRUCTURE PERMIT

Return to:

Department of Community Development
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
(651) 490-4680

Site Identification:

Address: _____

Property Identification: _____

Legal Description: _____

Applicant:

Name: _____

Address: _____
City State Zip Code

Telephone Number: _____ (daytime) _____ (home)

Fax Number: _____ E-Mail: _____

Property Owner (if different from applicant):

Name: _____

Address: _____
City State Zip Code

Interest in property: _____

Signatures:

Applicant: _____ Date: _____

Property Owner: _____ Date: _____

Date Received by City: _____ By Whom: _____

FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. A written statement, which demonstrates that the requested accessory structure complies with the Criteria for Review (see below).
3. **Two** folded and collated copies of the plan sheets, on 11"x17" prints drawn to scale for use by the City Staff. **One** 8 1/2"x11" reproducible print for each required sketch, drawing, or plan.
4. A scaled property line map and site plan should include:
 - a. the gross site area, lot area above the Ordinary High Water (OHW) and property dimensions;
 - b. the location and dimensions of any existing development and easements;
 - c. the proposed use, structure locations(s) and dimensions;
 - d. the area of the lot covered by impervious surface;
 - e. the area of the lot covered by existing and proposed foundations;
 - f. the distance to all structures located within ten feet of the applicant's property; land, the location of all abutting streets, and alleys and easements.
5. A filing fee of \$50.00 (payable to the City of Shoreview). **The application fee is non-refundable.**

CRITERIA FOR REVIEW

The City Planner shall review the application with City staff and other relevant agencies to make the following determinations:

1. That the request is in general character with surrounding properties.
2. The request will not cause a traffic sight problem or endanger public health or safety.
3. The request will not encroach upon a public right-of-way, easement or utilities.
4. A minimum front setback of 30 feet is maintained, unless the characteristics of the subject property (topography, drainage, utility locations, lot coverage limitations) require this setback to be reduced and the proposed setback is generally consistent with neighboring properties. In no case shall the front setback be less than 20 feet unless the Planning Commission approves a variance in accordance with Section 203.070 (Variances).

REVIEW PROCEDURE

Administrative Review. The City Manager shall review the application for compliance with the regulations of the Development Ordinance after receipt of a complete application that contains all required submittal information.

1. Notice. The City Manager shall provide written notification to nearby property owners in accordance with the requirements of Section 203. Failure to give a mailed notice or defects in the notice shall not invalidate the review process provided that a bona fide attempt has been made to contact the nearby property owners.
2. Issuance and Conditions. If the City Manager determines that the use is in compliance with the conditions contained in Section 203, then the City Manager shall approve or deny the application. Conditions required by the Development Ordinance shall be applied to the approval. The application may be denied if the City Manager finds that the request proposed does not conform to the Development Ordinance.
3. Decision and Appeal. Decisions of the City Manager shall be final unless the applicant or other aggrieved party submits an appeal in accordance with Section 203.020(F), Appeals of Administrative Decisions.

NOTES

1. An application cannot be accepted until each of the filing requirements listed above has been satisfied.
2. The purpose of requiring the data referenced in the filing requirements is to permit the City to thoroughly evaluate your proposal relative to City ordinances and policies. Refusal to provide the requested information may jeopardize approval of your request. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit this application. In so doing, you may reduce the time required by the city to act on your proposal.
4. Approved variances must be acted upon within one year from the date of approval or approval shall become null and void.
5. The applicant and property owner shall be responsible for paying any out-of-pocket administrative, engineering, or legal expense incurred by the City to process this application or to enforce any conditions(s) of any resulting approval or permit.