

REQUEST FOR AMENDMENTS TO APPROVED CONDITIONAL USE PERMITS

Any modifications to approved final CUP plans must be reviewed and approved by the City Council. Changes may be classified as minor or major changes, and shall be approved according to the following procedures.

Minor Amendments: Minor amendments, according to Section 1108.208 of the City of Prior Lake Zoning Ordinance, are changes that will not have an affect on the following:

- Required parking
- Required yards
- Floor area ratios and ground floor area ratios
- Signage
- Building height
- Density
- Agreements required by the original approvals

Requests for minor amendments to a Conditional Use Permit require notice to the permit holder and approval by the Planning Commission.

Major Amendments: Major amendments to an approved Conditional Use Permit are changes that affect any of the items listed above. Major amendments require approval of the Planning Commission following a public hearing.

APPLICATION INSTRUCTIONS:

No application will be scheduled for City Council Review until all of the required information is submitted.

- **Signed Application:** Include authorization from the property owner on the application form or by attached letter of authorization if an agent signs the application.
- **Application Checklist:** The following information is required to be submitted as a part of the application for an amendment to the CUP. *Any item not provided will constitute an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**

REQUEST FOR AN AMENDMENT TO AN APPROVED CONDITIONAL USE PERMIT APPLICATION CHECKLIST

PROJECT NAME: _____
DEVELOPER: _____

FILE NUMBER
DATE SUBMITTED
REVIEWED BY

For City Use Only

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
The following data is required as part of an application for an amendment to an approved Conditional Use Permit.	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	Reviewed by city staff to ensure required materials were submitted.
Application		
1. A complete Application Form, signed by the applicant and the fee owner of the property and \$250.00 application fee.		
2. A written description of the proposed amendment and how it may affect the approved plans.		
3. Five (5) full-scale copies and one 11" X 17" reduction of each sheet of the plans indicating the proposed changes and any supporting data.		
4. One (1) digital copy submitted by email (if under 10MB); otherwise Dropbox, weblink to FTP site, or disk drive of the plans indicating the proposed changes and any supporting data.		
5. Any other information the City finds necessary to determine the impact the proposed modification will have on the health, safety and welfare of property in the City and City residents.		