



Development Checklist



Osseo's Planning Department processes applications for new development and redevelopment. This includes new buildings or businesses, as well as changes to current facilities. The City supports projects that meet the vision expressed in Osseo's Land Use Planning Documents.

Our role is to ensure what is built in Osseo is safe and in accordance with codes in effect at the time of construction. In this work, we serve current and future citizens and businesses.

The City's project review process helps make sure there is community support for your project. Review ensures your project meets requirements from local, state, and federal organizations.

The Planning Department strives to provide efficient service while managing applications and public meetings. To do this effectively, we need complete and accurate information on any project, large or small.

COMMUNITY DEVELOPMENT PROCESS: AN OVERVIEW

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|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Meet With Staff</p> | <p>The City maintains local ordinances and application forms. Applicants are encouraged to meet with staff, who will assist in determining the appropriate application and process for proposals. Staff provide application forms.</p> |
| <p>File Application</p> | <p>Applicants submit a completed application packet on or before the submission deadlines (see back page).</p> |
| <p>Application Circulated</p> | <p>After receiving the application, staff sends copies to other departments and local, state and federal agencies, if necessary, for review and comment. Reviewers are asked to return comments within two weeks.</p> |
| <p>Plan Review Meeting</p> | <p>If an application is complex, a meeting will be scheduled with the applicant and appropriate City staff to discuss concerns. The applicant will receive suggestions to alter plans. Revised plans are then incorporated into a written staff report to the Planning Commission.</p> |
| <p>Planning Commission Review</p> <p><i>Typically 3rd Monday of the Month</i></p> | <p>When City approvals are required, Staff makes a recommendation to the Planning Commission. Following a public hearing (as needed) and discussion, the Commission will recommend the City Council approve or deny the request, or it may postpone action. The request typically is forwarded to the Council at its meeting the following week. Applicants are encouraged to attend the Planning Commission and City Council meetings where their projects are discussed.</p> |
| <p>City Council Action</p> <p><i>Typically 4th Monday of the Month</i></p> | <p>The City Council makes the final decision on any application. Staff document the Council's action in a letter to the applicant. Any conditions of an approval must be addressed before building permits are issued for the project. All construction-related conditions must be met before the Final Project Inspection.</p> |

No matter what type of building, construction, development, remodeling, addition, or redevelopment one wants to do, **plans are needed**. Plan drawings and written narratives are your best way to communicate with the City about what you are planning! When everything is written down on paper, there is little chance for confusion or miscommunication.

Staff will indicate which plan types are required for the project. Plan types include but are not limited to those listed below.

The plans must be submitted with any applications required for the particular project. The City Council has final authority to approve plans. Therefore, changes or alterations being considered must be permanently made on the documents before the final Council action. "Final" plans may not be changed or amended following Council approval.

All plans must: include a written narrative, be scaled with dimensions, and be signed and dated by the appropriate professionals. Application forms list of many copies of each set of plans are needed.

- Property Survey** shows the existing property boundaries and significant features.
- Site Plan** illustrates the general characteristics of the proposed site improvements.
- Building Plan** is submitted for approval by the City's Building Inspector, Metro West Inspections.
- Grading and Drainage Plan** shows existing and proposed grading and drainage on the property.
- Utility Plan** shows existing and proposed utilities on the site. In some cases, Utility Plan can be combined with Grading and Drainage Plans.
- Landscaping Plan** includes property boundaries and significant property features in addition to landscape improvements.
- Sign Plan** showing existing and proposed signage.



- Sewer Availability Charge (SAC) Determination** from Met Council; for commercial building permits and changes in use or occupancy. The City of Osseo relies on Met Council determinations to calculate Met Council SAC and City SAC fees. **Osseo offers a SAC deferral option.**
 - ⇒ Osseo is an old city and many buildings predate the SAC program. We encourage applicants to discuss any application for a SAC determination with the City so that we can provide appropriate records. City Staff are also willing to submit a determination request on your behalf.

- Conditional Use Permit (CUP)** for types of businesses or land uses that are not allowed by right in the property's Zoning. Common CUPs include Automotive Repair in the C-2 and M districts and Alcohol Service in the CBD, C-2, and M districts. There are also many other types of Conditional Uses. *\$500 application fee, + engineering & legal costs*
 - ⇒ **Conditional Use Permit Amendments** are processed for changes to existing CUPs. *\$250 application fee, + engineering & legal costs*

- Site/Building Plan Approval** required for all commercial or multi-family construction, for remodeling that changes 10% or more of a building interior, for changes to parking lots, or for changes to exterior materials of a building. *\$500 application fee, + engineering & legal costs*

- Zoning Variance** for structures that cannot be accommodated within the city's Zoning setbacks or other dimensional (length, width, height) requirements. *\$500 application fee, + engineering & legal costs*

- Minor Subdivision or Lot Combination** for lots of record to be reorganized for tax or development purposes. *\$500 application fee, + engineering & legal costs*

- Planned Unit Development Application** for proposals where a more flexible, creative, and efficient approach to the use of land is required. *\$1,000 application fee, + engineering & legal costs*

- Comprehensive Plan Amendment** for proposed uses that do not comply with the city's Comprehensive Plan. *\$500 application fee, + engineering & legal costs*

- Rezoning** for properties to be developed in a different land use zone. A Comprehensive Plan Amendment may be required. *\$500 application fee, + engineering & legal costs*

- Minor Subdivision / Lot Combination** for minor adjustments to lot lines. *\$500 application fee, engineering & legal costs*

Lastly, there are a variety of fees associated with development. These fees help cover the costs associated with making sure that new development is safe and in compliance with relevant ordinances. Fee amounts below are current as of 1/1/2017; consult City Staff or the current Fee Schedule for current amounts. Fees to expect include:

- Business Licensing & Plan Check Fees** for liquor licenses, tobacco retailers, food-related businesses, salons, auto retailers, pawnbrokers, sexually-oriented businesses, residential rental licenses, and others. *Fees & issuing authorities vary (City, County, State, etc).*
- Building Permit Fee***, including **Plan Check** and **State Surcharge** (determined by Building Inspector)
 - ⇒ Osseo's contracted Building Inspector is Metro West Inspections. Once City Staff has reviewed local Zoning and other Code compliance, permit applications are sent to Metro West for review.
- Park Dedication fees**
 - ⇒ *Residential: \$500 /unit; Commercial: \$500 per 10,000 square feet or building, whichever is greater*
- Sewer Availability Charge (SAC)** for Met Council & the City of Osseo
 - ⇒ *Met Council: \$2,485 / unit, City: \$2,100 / unit*
- Water Access Charge (WAC)**
 - ⇒ *\$5,600 per new connection*
- Sewer Connection Permits***
- Stormwater Permits***
- Water Connection Permits***
- Water Meter***
- Mechanical Permit***
- Plumbing Permit***
- Fire Alarm***
- Electrical Permit***
- Sign Permit*** Required for all new signs. Building Permit may also be required for construction or mounting new signs.

* Permit fee depends on valuation

- Demolition Permit**

⇒ \$251



2018 DEVELOPMENT APPLICATION SCHEDULE

| <i>APPLICATION PACKET SUBMITTAL DEADLINE*</i> | <i>PLANNING COMMISSION MEETING DATE</i> |
|---------------------------------------------------|---------------------------------------------|
| Dec. 14, 2017 | Jan. 16, 2018 |
| Jan. 18, 2018 | Feb. 20, 2018 |
| Feb. 15, 2018 | March 19, 2018 |
| March 15, 2018 | April 16, 2018 |
| April 19, 2018 | May 21, 2018 |
| May 17, 2018 | June 18, 2018 |
| June 14, 2018 | July 16, 2018 |
| July 19, 2018 | Aug. 20, 2018 |
| Aug. 16, 2018 | Sept. 17, 2018 |
| Sept. 13, 2018 | Oct. 15, 2018 |
| Oct. 18, 2018 | Nov. 19, 2018 |
| Nov. 15, 2018 | Dec. 17, 2018 |
| Dec. 20, 2018 | Jan. 22, 2019 |

*Completed Application Packets are due by 4:30 PM of the deadline date.

Information in this brochure was explained to me,

_____ (name),

for _____ (project name),

on _____ / _____ / _____ (date),

by _____ (staff name).

Signed: _____

Title: _____