



ZONING PERMIT APPLICATION

CONDITIONAL USE PERMIT

PUBLIC WORKS DEPARTMENT

11660 Myeron Road North Stillwater, Minnesota 55082
PHONE (651) 430-4300 EMAIL Publicworks@co.washington.mn.us

OPEN SPACE DEVELOPMENT (OSD): \$500.00

Payment Date:

Permit #:

Checks payable to WASHINGTON COUNTY

Payment Type:

Main application form with sections for: Parcel Identification Number (s), Township & Legal Description, Project Address, Owner/Address, Applicant/Address, Description of Request, Signature of Owner, Signature of Applicant.



OPEN SPACE DEVELOPMENT (OSD) APPLICATION CHECKLIST

The County must receive the following information to process your application. Your application will not be processed until all of these items are received. During the review of your application by staff, additional information may be requested. For further information regarding open space development, please refer to Chapter 2, Part 3, Section 4 of the Washington County Development Code. Information regarding the conditional use permit process can be found in Chapter 1, Section 9 of the County's Development Code.

_____ **Fee (Non-refundable)**

_____ **Application Form**

_____ **Certificate of Survey (20 copies)**

_____ **Resource Inventory (20 copies):** The plan for an OSD shall include a resource inventory that includes the following information. The scale of all plans shall be a minimum of 1":100'.

- 1) Topographic contours at 10' intervals, showing rock outcrops and slopes greater than 15%.
- 2) Soil type locations and identification of soil type characteristics such as agricultural capability, depth to bedrock, and suitability for wastewater disposal systems.
- 3) Hydrological characteristics, including surface water bodies, floodplains, wetlands, natural swales and drainage ways.
- 4) Vegetation of the site according to general cover type (ie. grasses, woodland etc.), defining boundaries of woodland areas and stand alone trees with a caliper of more than 18 inches. Vegetative types shall be classified as generally deciduous, coniferous or mixed and described by plant community, relative age and conditions.
- 5) Current land use and land cover (ie. cultivated areas, paved areas, etc.), all buildings and structures on the land, and all encumbrances, such as easements or covenants.
- 6) Visual resources, showing views onto the parcel from surrounding roads and public areas as well as views within the parcel.
- 7) Cultural resources: brief description of historic character of buildings and structures, historically important landscapes and archeological features.

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- 8) Context: general outlines of existing buildings, land use, and natural features such as water bodies or wooded areas, roads and property lines within 500' of the parcel being developed. This information may be presented on an aerial photograph at a minimum scale of 1":400'.

_____ **Yield Plan (20 copies):** A yield plan must be submitted showing the maximum number of dwelling units that would be permitted given the minimum lot size and lot widths for conventional subdivisions and other requirements in the County Development Code. The yield plan does not need to be engineered, however it must be drawn to scale and show all major physical features on the property. Please refer to Chapter 2, Part 3, Section 4, Open Space Development for the minimum lot areas and widths.

_____ **Concept Subdivision Plan (20 copies):** One or more open space development plans must be submitted. The plans shall contain information regarding the open space area to be protected, boundaries of the area to be developed, general street design and lot layout, stormwater management and sewage treatment. The scale of the plan shall be 1" = 100'.

If the property is located in a Transition Zone, a "build-out plan must also be submitted showing the ultimate development of the parcel at urban densities.

_____ **Phasing Plan (20 copies):** The development may be phased in accordance with a unified development plan for the entire tract. This plan shall include information regarding the sequence of development, the number of dwelling units, proposed improvements and common facilities.

_____ **General Location Map (20 copies)**

_____ **Proof of Ownership in the Form of:** Abstract of Title, Certificate of Title, Attorney's Title Opinion, unrecorded documents, where petitioner will acquire legal or equitable ownership