



**CITY OF MEDICINE LAKE**  
PLANNING

**CONDITIONAL USE PERMIT INFORMATION SHEET**

10609 South Shore Drive  
Medicine Lake, MN 55441  
763-542-9701

[www.cityofmedicinelake.com](http://www.cityofmedicinelake.com)

**Fee:** \$250, with \$1,000 escrow

**City Code Section:** §400

**Review Process**

A completed application will be scheduled for the first possible Planning Commission meeting occurring 21 days from the date of submission of the complete application. The applicant is required to appear before the Planning Commission in order to answer questions concerning the proposed request. After receiving a recommendation from the Planning Commission, the City Council will consider the application. Again, the applicant is required to attend the City Council meeting.

**Application Checklist**

- Legal Description of property under consideration
- Proof of ownership of the land for which the conditional use permit is requested
- PDF copies of detailed written and graphic materials fully explaining the proposed change, development, or use. Please submit all plans as scalable PDFs at 1:20 but no smaller than 1:50.
- Site Development Plan showing (as applicable):
  - Location of all buildings on lots including both existing and proposed structures
  - Location of all adjacent buildings located within three hundred fifty (350) feet of the exterior boundaries of the property in question
  - Location and number of existing and proposed parking spaces
  - Vehicular circulation
  - Architectural elevations (type and materials used in all external surface)
  - Location and type of all proposed lights
  - Location and type of all proposed signage
  - Curb cuts, driveways, number of parking spaces
- Dimension Plan showing:
  - Lot dimensions and area
  - Dimensions of proposed and existing structures
  - "Typical" floor plan and "typical" room plan
  - Setbacks of all buildings located on property in question
  - Sanitary sewer and water plan with estimated use per day
- Grading Plan showing:
  - Existing contours
  - Proposed grading elevations
  - Drainage configuration
  - Storm sewer catch basins and invert elevations
  - Spot elevations
  - Proposed road profile
  - Erosion control
- Landscape Plan showing:
  - Location of all existing trees, type, diameter, and which trees will be removed
  - Location, type and diameter of all proposed plantings, seed, sod, and mulching
  - Location and material used for all screening devices