

INSTRUCTIONS

Prior to Application Package Submission

In order to streamline the Conditional Use Permit (CUP) process, please schedule a meeting with a City Planner prior to submitting an application package to discuss your request. The Planning Department phone number is 952-949-8485 or email Planning@edenprairie.org. Discussion items may include details of the proposed CUP; additional information needed by City Staff; and provide education about the CUP process.

Review process

1. Check the appropriate CUP applying for- **Historic properties** or **Wireless Support Structure**.
2. When application package is received, staff will provide written comments in ProjectDox. The City has 15 working days to respond to the application package and determine if it is complete or incomplete. If revisions are necessary, scheduling of a public hearing at the Heritage Preservation Commission, Planning Commission and/or City Council will occur upon satisfactory completion of the revisions addressing staff comments.
3. Once revised materials or documents necessary to move forward to the Heritage Preservation Commission (if applicable), Planning Commission and City Council are satisfied, the CUP will be scheduled for the appropriate Public Hearing.
4. The applicant will receive a copy of the staff report prior to any Public Hearings.

Submittal Materials

1. Provide a narrative explaining the proposed Conditional Use Permit (CUP).
2. Refer to City Code Chapter 11, Section 11.41 for Historic Properties CUP.
3. Refer to City Code Chapter 6, Section 6.06; City Code Chapter 11, Sections 11.06 and 11.41 for Wireless Support Structures.
4. If the CUP is on private property, provide an up-to-date **certified Abstract of Title** or **Registered Property Report** on such other evidence as the City Attorney may require showing title or control in the applicant.
5. Plans