



Process for proposed site development plans for uses which require additional City Approval (Conditional Use Permit, Rezoning, Variance, etc.) within the City of Park Rapids

(Amended 2014)

All proposed development and site plans within the City of Park Rapids are subject to a site plan review. Some projects also require an additional approval process prior to the issuance of a building permit. These applications include Conditional Use Permits, Rezoning Requests, Platting, Vacating a ROW, or Variance requests. The process as defined for these projects typically will take no longer than 45-120 days, depending on the timing of submittals, nature of the request, or complexity of the project.

The Review Process:

1. Developer will schedule a pre-application meeting with the City Planner. A developer may choose to forgo the meeting with Staff (and concept plan submittal) if they are comfortable with the City Code Requirements and choose to submit a preliminary plan without Staff Consultation. However, this may cause a delay in the process if the proper information is not submitted. If the applicant chooses to forgo the meeting with Staff, they may proceed to #5 and #5a.
2. If the developer chooses to meet with City Staff, the developer should submit a concept plan to the City Planner prior to the meeting. The concept plan should include at a minimum, proposed building locations, parking areas and drive aisles, utility plans, and a brief project narrative explaining the request.
3. Once a meeting is scheduled, the Planner will notify all applicable Staff (Administration, Public Works, Engineering, Building Inspector, EDA, & Public Safety), depending on the complexity and requirements of the project.
4. City Staff will meet with the developer to discuss the requirements for preliminary site plan submittal, other submittal forms and requirements, and a projected timeframe for final approval.
5. After the meeting with City Staff, the developer must provide five (5) copies of the preliminary site plan to the City Planner which includes (but not limited to): proposed building locations, parking and drive aisles, existing and new sidewalks, utility plans, storm water

retention and grading plans, setback information, landscaping and trash enclosure details, signage plans, building elevations, and lighting plans. Developers are encouraged to provide as much detail as possible to help streamline the process.

5a. The applicant may also submit their application for additional City approval (CUP, Variance, Rezoning, Platting, etc.) concurrently with the preliminary site plan and prior to the Planning Commission Meeting deadline date each month.

6. Planning Staff will call for a Public Hearing for the applicant which occurs at the Planning Commission Meeting which is generally held on the 4th Monday of each month.

7. The Planning Commission will hold the Public Hearing and make a recommendation for the City Council, who has final approval authority. The City Council will generally take action within 2 weeks of the Planning Commission Meeting.

8. Once the additional approvals have been approved by the City Council and all of the Staff has reviewed and made comments on the preliminary site plan, the Planner will provide the developer with a letter outlining the remaining items to be corrected prior to the submittal of the final site, building, and construction plans. It will also address any additional permitting requirements by other agencies and fees associated with the project.

9. The developer may submit the final site and building plans.

10. Building permit is issued.

General Timeline:

- Time between initial contact and meeting with Staff (2-5 days)
- Submittal of preliminary plans by developer after Staff meeting (3-21 days)
- Staff Review and Comment of Preliminary Plans (5-7 days)
- Time between submittal of additional approval request application and the Public Hearing (21-30 days)
- Time between the Public Hearing and Final City Council Approval (10-14 days)
- Submittal of final plans by developer after City Council Approval (3-21 days)
- Final City review including building plans (3-7 days)
- Issuance of the Building Permit and setback inspection (1-3 days)