



EXPANSION PERMIT

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	
OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	

DESCRIPTION OF EXPANSION REQUEST

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

Signature

Date

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Signature

Date

SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of expansion permit applications. The following items must be submitted for an expansion permit application to be considered complete. **All plans and written information submitted are public information that may be used in written reports and distributed to the public.**

Application Fee	\$400.00 for Single or Double Dwelling Units \$800.00 for All Other Proposals
Legal Description	A full legal description, as documented on property deed or certificate of title must be submitted.
Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, all platted and recorded easements, natural features (lakes, creeks, floodplain, or wetlands), all existing and proposed structures with dimensions to show size and location, structure setbacks from all property lines, existing and proposed driveways and utility lines, existing two-foot contours, grade elevations at lot and building corners, and lowest floor elevation.
Tree Plan	Woodland Preservation, High Priority, and Significant trees, as defined in city code, must be identified on Existing and Resulting Conditions Plan.
Grading and Drainage Plan	A grading and drainage plan must be submitted and must include: <ul style="list-style-type: none"> • existing and proposed two-foot contours • location and size of proposed pipes and stormwater treatment areas • associated engineering calculations
Building Rendering	Building renderings must be submitted and must depict all elevations of the proposed addition and specify building materials.
Floor Plan	A floor plan must be submitted illustrating existing and proposed floor plan and must be to scale.
Written Statement	A written statement describing the expansion permit, the intended use of the proposed structure, and how the request would meet various expansion permit considerations as outlined in city code must be submitted.
Other Items As Required	City staff may require that additional items be submitted for full review of a expansion permit application.

Required Plans:

- 3 hardcopy plan sets
- Electronic plan set

PROCESS

- At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).
- A property owner or their representative completes an expansion permit application and submits this application with all required documents to the Planning Division.
- The city sends notification to all property owners within at least 400 feet of the property for which the expansion permit is being requested. These property owners are encouraged to comment on the requested permit through the *MyMinnetonka* function on the city's website *eminnetonka.com*. These owners are further invited to attend a Planning Commission public hearing which is held to consider the request.
- City staff reviews the submitted application and documents and prepare a written report recommending either approval or denial of the expansion request. The written report, which includes all "Neighborhood Feedback" responses, is forwarded to the applicant or their representative and the Planning Commission.
- The Planning Commission holds a public hearing on the request. During the public hearing: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request. Following the public hearing the Planning Commission discusses the request and votes to approve, deny, or table the expansion permit.
- Any person aggrieved by a Planning Commission decision may appeal that decision to the City Council. Appeals must be made in writing to the Planning Division and within 10 days of the Planning Commission's decision.
- By state law, a final decision on an expansion permit request must be made within 120-days of submittal of a complete application. An applicant may waive this 120-day time limit.

APPROVAL

- An expansion permit for a non-conforming use may be granted, **but is not mandated**, when the applicant meets the burden of proving that:
 - a. the proposed expansion is a reasonable use of the property, considering such things as:
 - functional and aesthetic justifications for the expansion;
 - adequacy of off-street parking for the expansion;
 - absence of adverse off-site impacts from such things as traffic, noise, dust, odors, and parking; and
 - improvement to the appearance and stability of the property and neighborhood.
 - b. the circumstances justifying the expansion are unique to the property, are not caused by the landowner, are not solely for the landowner's convenience, and are not solely because of economic considerations; and
 - c. the expansion would not adversely affect or alter the essential character of the neighborhood.

If an expansion permit is approved, it would generally be approved subject to a several conditions; many of these conditions must be satisfied before a building permit will be issued.