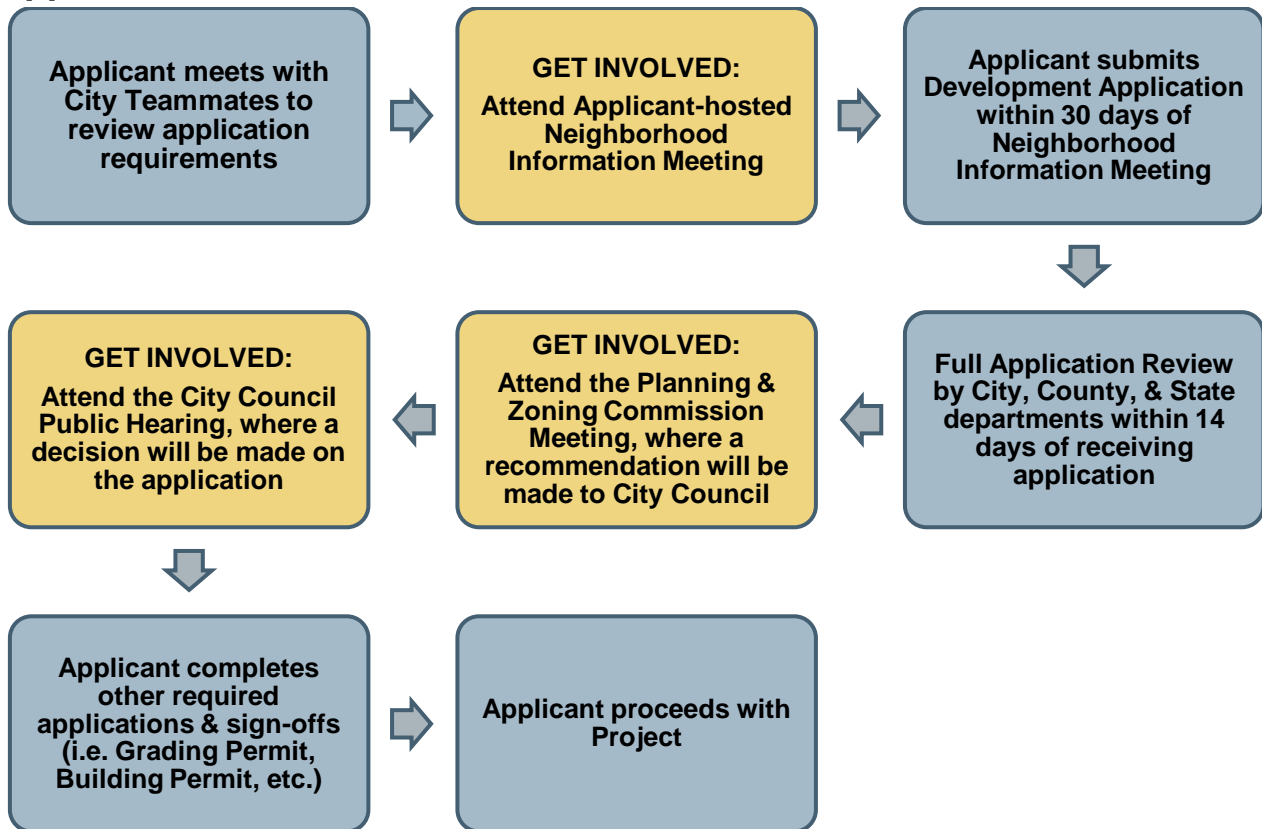


## COMMUNITY GUIDE: CONDITIONAL USE PERMITS

A developer is interested in using a property in a way that requires public review, requested through a Conditional Use Permit. Authorized by State Law, the City issues Conditional Use Permits if the project complies with Rochester's rules and ordinances and the City's Comprehensive Plan.

### The Application Process:



#### Process Details:

1. The developer meets with city teammates to review application requirements
2. The developer holds a Neighborhood Information Meeting to share their proposal with interested neighbors and community members prior to submitting an application or completing any construction.
3. The developer will submit a Land Development Application to the City within 30 days after the Neighborhood Information Meeting.
4. The application is reviewed by:
  - a. Development Review Team (comprised of City, County, and State departments & agencies)
  - b. Planning & Zoning Commission, which will provide a recommendation on the application to City Council

- c. City Council, which will hold a public hearing for community feedback and will make a decision on the application (approve, deny, table)
5. Once the application has been approved, the developer can proceed with other Sign-Offs and Applications required to move their project forward. Community Development Applications typically include: a Grading Permit, and a Building Permit.

## Who reviews the application?

The following departments & agencies review this application as a part of the Planning & Zoning Process:

- City Community Development—Building Safety Division
- City Fire Department
- City Parks & Recreation
- City Public Works
- County Environmental Resources
- County GIS/E911
- County Long Range Planning
- County Property Records
- County Public Works
- Department of Natural Resources (DNR)
- Local Government Unit (LGU)
- Rochester Public Utilities (RPU) - Water
- Rochester Public Utilities (RPU) - Electric

**Please Note:** Other sign-offs and requirements must be met outside of this process as well.

## What does the Development Review Team look for during their review?

The Development Review Team reviews the application to ensure:

- Compliance with all applicable laws and ordinances (outlined in the Unified Development Code)
- Conformity with the City's long-term vision (documented in the Comprehensive Plan available at <https://qr1.be/PBUT>)

## How can I get involved?

- **Attend the Neighborhood Information Meeting:** At this meeting, you will have the opportunity to connect with the developer and learn about the proposed project.
- **Attend the Planning & Zoning Commission Meeting:** At this meeting, you will have the opportunity to observe the Planning & Zoning Commission, which will review the application and provide a recommendation for City Council (the approving body for the application).
- **Attend the City Council Public Hearing:** At this meeting, you will have the opportunity to raise questions and concerns with City Council, which will be the approving body for the application.

## How can I learn more?

To learn more about Conditional Use Permits, and the overall Land Development process, watch our series of development videos available on the NIM webpage ([www.rochestermn.gov/NIM](http://www.rochestermn.gov/NIM)) or explore the Unified Development Code (UDC). Navigate to the UDC by visiting [www.rochestermn.gov/UDC](http://www.rochestermn.gov/UDC), clicking on "View the Adopted UDC" and navigating to section 60.500.050A.

Still have questions? Community Development teammates are here to help. Contact our department at [communitydevelopment@rochestermn.gov](mailto:communitydevelopment@rochestermn.gov) or 507-328-2600 during office hours.

