



Commercial Industrial Development Permit Application

See the CIDP Application Guide for help. Attach additional sheets if necessary.

Do not hesitate to ask the City for any assistance.

1. Applicant Information	
Name:	
Address:	
Telephone #:	
Email Address:	
Application #: <i>To be assigned by City.</i>	
Signature:	
Date:	
Owner, if different from above:	
Address:	
Telephone #:	
Email Address:	
Signature (or attachment):	
If the applicant is not the owner, explain the applicant's relationship to the current owner:	

2. Property Information	
Street Address:	
Legal Description:	
Parcel #:	
Zoning District:	Shoreland Overlay Zone: No <input type="checkbox"/> General <input type="checkbox"/> Recreational <input type="checkbox"/> Environmental <input type="checkbox"/>
Airport Zoning Overlay: No <input type="checkbox"/> A zone <input type="checkbox"/> B zone <input type="checkbox"/> C zone <input type="checkbox"/>	
If in Airport Zone, list elevation above sea level:	
Floodplain: No <input type="checkbox"/> Yes <input type="checkbox"/> Zone/Area	
Use Requested:	
Property Size (Square Ft. or Acres):	
Legal Access:	
Is this a State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> road?	

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Page 1 of 5

3. Project Description

A. Describe the proposed project. Describe the type of business or activity, type and function of proposed or existing buildings, and other proposed uses of the property:

B. Describe adjacent and surrounding land uses.

C. Describe how storm water runoff will be collected and treated on-site.

D. Describe proposed alterations to the existing landscape. Describe the proposed landscaping of the site. Describe how existing vegetation will be preserved or removed:

E. Describe the quantity, type, and schedule of traffic that will be generated:

4. Other Services and Approvals

A. Will the proposed project require new or expanded public utility connections including water and sewer?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
B. Will the proposed project require a street extension or new drive-way access?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
C. Will the proposed project require a building permit?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
D. Will the proposed project include new signage?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
E. Will the proposed project require another land use approval from the City of Hermantown including, but not limited to a Special Use Permit, zoning amendment, platting, or a variance?	Yes <input type="checkbox"/> or No <input type="checkbox"/>

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Page 2 of 5

If so, indicate which approval is needed:	
F. Does the proposed project require approval or review from another government agency? This includes, but is not limited to Minnesota Department of Transportation, Minnesota Department of Natural Resources, St. Louis County Highway Department, and the U.S. Army Corps of Engineers. If yes, indicate which agencies and if permits have been applied for or received:	Yes <input type="checkbox"/> or No <input type="checkbox"/>
G. Is an EAW required?	Yes <input type="checkbox"/> or No <input type="checkbox"/>

5. Site plan	
Make the drawing to scale. The scale that is used must be sufficient to show the project's necessary details. Attach the site plan. Please show:	
A. Dimensions of the property: Length, Width, Depth	
B. Location and size of existing and proposed structures (Please show the distance from the property lot lines to existing and proposed structures.)	
C. Size and location of parking areas- include how many vehicles can be accommodated	
D. Loading and unloading areas	
E. Landscaped areas, blacktopped or paved driving areas	
F. Access driveways	
G. Location of signs advertising the business	
H. Show how runoff from the site will be collected and treated	
I. Existing and proposed easements	

6. Environmental Information	
A. If the property is within a Shoreland Overlay Zone, will filling and grading occur within the zone?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
B. Has a wetland delineation been approved?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
C. Will there be wetland impacts?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
D. If yes to C., has a wetland replacement plan been approved?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
E. Will the project result in the creation, addition, or replacement of 5,000 square feet or more of impervious surface?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
F. If yes to E, has a stormwater management plan pre-application meeting been held?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
G. Is a stormwater management plan required? If so, attach the stormwater management concept plan.	Yes <input type="checkbox"/> or No <input type="checkbox"/>
H. Is a Stormwater Pollution Prevention Plan required? If so, attach the SWPPP.	Yes <input type="checkbox"/> or No <input type="checkbox"/>

7. Zoning Dimensions: Fill in the required dimensional standards from Section 5 of the zoning code and the proposed dimensions. Be sure to use overlay standards where they are stricter.	
Base Zone:	Overlay Zone(s):

Dimension Type	Requirement	Proposed
Minimum Lot Area		
Minimum Lot Width		
Front Yard (From R.O.W)		
Corner Side Yard (From R.O.W.)		
Side Yard		
Rear Yard		
Lot Coverage		
Building Height		
Parking		

Fees	
Ask the Community Development Staff to help determine the applicable fee based on the project description.	
Without Development Agreement (see fee schedule)	<input type="checkbox"/>
With Development Agreement (see fee schedule)	<input type="checkbox"/>
Zoning Certificate in lieu of CIDP (see fee schedule)	<input type="checkbox"/>
Are Park Dedication Fees required?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Park Dedication Fees (Ask City to help calculate park dedication fees)	

City Use Only	
The CIDP application is complete:	Yes <input type="checkbox"/> or No <input type="checkbox"/>
The application fee has been paid:	Yes <input type="checkbox"/> or No <input type="checkbox"/>
The CIDP application requires the modifications listed below:	
Further information is required:	
The project is not a use permitted with a CIDP:	<input type="checkbox"/>
Has notice of the public hearing been published in the Hermantown Star at least 10 days prior to the public hearing, and all property owners within 350' of the affected property been notified.	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Signature of Zoning Administrator/Date:	