



City of Coon Rapids
Department of Community Development

**Conditional Use Permit
Submittal Checklist**

- Application form and fee
- A typewritten narrative describing the proposed use
- A scaled **Site plan** to include:
 - boundary lines of the property with dimensions and area
 - existing easements (public and private)
 - buildings and other improvements on the property (ie. dumpster and freestanding sign)
 - on site circulation including car parking spaces, loading areas, driveways, stacking spaces with dimensions and setbacks
 - the number of parking spaces and parking requirement calculations
 - sidewalks and trails
- A drawing of the floor plan of the building showing where the conditional use would occur

Other information as required by the Community Development Director to process the application.