



## City of Oak Park Heights

14168 Oak Park Blvd N. • Oak Park Heights, MN 55082 • Phone (651) 439-4439 • Fax (651) 439-0574

### Development Application

**Type of Request(s):**

- |   |   |
|---|---|
| <input type="checkbox"/> Zoning District Amendment                          | <input type="checkbox"/> Home Occupation                    |
| <input type="checkbox"/> Conditional Use Permit                             | <input type="checkbox"/> Site Plan/Design Guidelines Review |
| <input type="checkbox"/> Variance: Single Family Residential                | <input type="checkbox"/> PUD Amendment                      |
| <input type="checkbox"/> Variance: Other Residential/Commercial /Industrial | <input type="checkbox"/> PUD Concept Plan Approval          |
| <input type="checkbox"/> Subdivision: Major                                 | <input type="checkbox"/> PUD General Plan Approval          |
| <input type="checkbox"/> Subdivision: Minor                                 | <input type="checkbox"/> Street Vacation                    |
| <input type="checkbox"/> Comprehensive Plan Amendment                       | <input type="checkbox"/> City Financial Assistance          |

**Base Fee:** \_\_\_\_\_

**Escrow Amount:** \_\_\_\_\_

**Street Location (Address) of Property:** \_\_\_\_\_

**Legal Description of Property:** \_\_\_\_\_

**This Property Is**  Abstract  Torrens (Certificate #) \_\_\_\_\_

**Property Identification Number (PIN, PID):** \_\_\_\_\_

**OWNER INFORMATION**

**Name:** \_\_\_\_\_

**Address:** Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone:** Home: \_\_\_\_\_ Business: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

**APPLICANT INFORMATION**

**Name:** \_\_\_\_\_

**Address:** Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone:** Home: \_\_\_\_\_ Business: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

**Owner/Applicant Initials** \_\_\_\_\_



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**Description of Request(s):** \_\_\_\_\_

If a request for planning/zoning action on the subject site or any part thereof has been previously approved, please describe below:

### GENERAL CONDITIONS

#### Application Review:

The undersigned acknowledges that before this request can be considered and/or approved, all required information and fees, including any deposits shall be paid to the City. An incomplete application will be returned to the applicant. The application approval process commences and an application is considered complete when all required information and fees have been submitted appropriately to the City.

#### Professional Fee Responsibility:

It is the understanding of the undersigned that all City incurred professional fees and expenses associated with the processing of this request(s) will be promptly paid upon receipt. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible for the unpaid fee balance either by direct payment or a special assessment against the property.

Applicants will be billed on a monthly basis for Planning, Engineering, Legal and Community Development fees as they are accrued. It is understood that interest will be charged on the account at the maximum rate allowed by the Fair Credit Act if it becomes thirty (30) days past due. Failure to pay administrative and processing fees in a timely manner may result in denial of the application. All fees must be paid at the time of the application and shall be paid prior to the issuance of a building permit.

The undersigned applicant further acknowledges and consents that all unpaid fees owing the City of Oak Park Heights shall be treated as unpaid utility fees and may be certified for collection as with delinquent utility billings and may be assessed against the subject real property if unpaid by October 31<sup>st</sup> of each year.

**Property Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

**Owner Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_



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### Fee Schedule:

(Updated 09.12.08)

Development Activity	Base Fee	** Escrow
Zoning District Amendment	\$400	\$1,000 - \$3,000
Conditional Use Permit/Amendment: Residential	\$150	NA
Conditional Use Permit/Amendment: Industrial/Commercial	\$400	\$1,000 - \$3,000
Variance: Single Family Residential	\$150	NA
Variance: Industrial/Commercial	\$200	\$1,000 - \$3,000
Subdivision: Major	\$400	\$1,000 - \$3,000
Subdivision: Minor	\$200	\$500
Home Occupation	\$100	NA
Site Plan/Design Guideline Review	\$400	\$1,000 - \$3,000
Street Vacation	\$100	\$500
PUD Amendment	\$700	\$1,000 - \$3,000
PUD Concept Plan Approval	\$500	\$1,000 - \$3,000
PUD General Plan Approval	\$700	\$1,000 - \$3,000
Comprehensive Plan Amendment	\$500	\$1,000 - \$3,000
City Financial Assistance (TIF, Tax Abatement, Special Assessments, Annexation, Special District Projects, Etc.)	\$3,000 (Non Refundable)	NA

**\*\* Escrow:** Escrow is a guarantee that all final bills for the project will be paid.

Based on Number of Units:	1-9	\$1,000
	10-50	\$2,000
	51+	\$3,000

If the new project exceeds 10 acres in size, an individual escrow will be calculated for the project.

All new subdivisions must satisfy park dedication requirements.

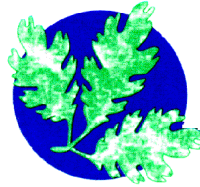
Home Occupation and Home Occupation Minor are renewed annually.



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## City of Oak Park Heights

### 2026

### Development Application Submittal Deadlines & Regular Planning Commission Meeting Dates

<b>Development Application</b> <i>Must Be Received No Later Than</i>		<b>For Planning Commission Public Hearing</b> <i>Scheduled For</i>	
December, 2025	09	January	08
January	06	February	12
February	03	March	12
March	03	April	09
April	07	May	14
May	05	June	11
June	02	July	09
July	07	August	13
August	04	September	10
September	01	October	08
October	06	November	12
November	03	December	10
December	14	January, 2027	14



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### ***Development Application Checklist***

The following items may need to be submitted as part of your application. Please refer to the City's Zoning Ordinance for detailed submittal requirements.

- Application form and payment for fees
- Proof of ownership or authorization to proceed as applicant
- A parcel search obtained from Washington County Surveyor of all properties located within 500 feet of the exterior boundaries of the property
  - Washington County Surveyor Phone: (651) 430-4300
  - Washington County Surveyor Services: <https://www.co.washington.mn.us/550/Services>
- Project Narrative
- Contact Information List
- Schematic Drawing of Proposed Development
- Staging/Phasing Plan
- Property Survey/Lot Dimension Plan
- Property Tax Statement
- Grading and Drainage Plan
- Existing Site Conditions Plan
- Site Development Plan
- Landscape Plan
- Traffic/Vehicular Management Plan
- Signage Plan
- Lighting Plan
- Tree Protection and Replacement Plan
- Building Plans with elevations
- Other Plans and/or information as required by Ordinance or requested by City Staff

#### **All plans should be submitted in the following format:**

**Submittals shall be clear and easy to read and shall be collated – not stapled**

- 2 full scale sets of plans
- 3 full scale sets of landscaping plans & details
- 1 11" X 17" sets of plans, including landscaping
- Thumb drive of all plans and other submittal materials

#### **Plans and all correspondence should be directed to:**

Julie Hultman  
City of Oak Park Heights  
14168 Oak Park Blvd N  
Oak Park Heights, MN 55082



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### *Project Process*





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### ***Watersheds***

As part of this application process, your project may be located in one or more of the following watershed areas and as such subject to their respective permitting process.

To ensure timely process of your project, you are encouraged to contact the respective organization(s) early in the process in order to timely comply with their process along with your application process with the City of Oak Park Heights.

#### **Brown's Creek Watershed District**

**Phone:** (651) 330-8220 ext. 26 **Fax:** (651) 330-7747

**Mailing Address:** Brown's Creek Watershed District  
455 Hayward Ave. N.  
Oakdale, MN 55128

**Website:** [www.bcwd.org](http://www.bcwd.org)

#### **Middle St. Croix Watershed Management Organization**

**Phone:** (651) 330-8220 ext. 22 **Fax:** (651) 330-7747

**Mailing Address:** MSCWMO  
455 Hayward Ave. N.  
Oakdale, MN 55128

**Website:** [www.mscwmo.org](http://www.mscwmo.org)

#### **Valley Branch Watershed District**

**Contact John Hanson @ Barr Engineering**

**Phone:** (952) 832-2622 **Fax:** (952) 832-2601

**Mailing Address:** P.O. Box 838  
Lake Elmo, MN 55042

**Website:** [www.vbwd.org](http://www.vbwd.org)

## Project Disturbing One Acre or More?



**Don't Forget**

**Get Your  
Construction Stormwater Permit  
From the MPCA  
Before Construction Begins**



<https://www.pca.state.mn.us/water/stormwater>

Email: [info.pca@state.mn.us](mailto:info.pca@state.mn.us)

Phone: 651-296-6300 or 800-657-3864

*Help Protect Minnesota's Water Resources*



# City of Oak Park Heights

## ***Landscape Guidelines for Developers***

### **Tree Preservation/Protection**

If the property you are developing is over 1 acre in size and contains at least 5 significant trees – 8 inches in trunk diameter (deciduous) or 10 feet in height (evergreen) your project will fall under the City’s Tree Protection Ordinance (Chapter 1307 of the City Code).

Tree Protection Ordinance 1307 requires: (a) A tree protection plan; (b) An inventory of existing significant trees; and may require (c) Tree replacement for trees removed (either planted on site or cash in lieu of tree planting). Trees included in the landscape plan will be used to offset any tree replacement requirement. A copy of Ordinance 1307 can be obtained from the City of Oak Park Heights web page at [www.cityofoakparkheights.com](http://www.cityofoakparkheights.com)

### **Landscape Plan**

#### Design:

Landscape designs should be attractive and easy to maintain. Planting spaces should be large enough so that trees and shrubs have enough rooting space to attain a healthy maturity. Planting beds should be edged with professional grade black plastic edging, brick or metal. Trees planted in sodded areas should be mulched with wood chips out several feet from the trunk and edging installed to keep mulch in place. Planting beds may be mulched with landscape quality wood chips, shredded bark, or rock.

#### Plant Species:

Plants specified in the plan should be attractive, hardy to Zone 3 and tolerant or resistant to major insect and disease problems. Plants native to Minnesota are preferred, though improved cultivars of native plants and proven cultivars of introduced species may also be used. Where appropriate, trees, shrubs and perennials should be included in the landscape plan- either planted together in landscape beds or separately. A “Plant Schedule” which lists the amount, common name, scientific (Latin) name and type of planting stock (container, B&B, etc.) must be included as part of the landscape plan (example attached). See OPH “Design Guidelines” for suggested plant species.

#### Size and Type of Planting Stock:

Minimum sizes for landscape plants for most sites are as follows:

Shrubs:	18-24 in. tall, potted
Ornamental Trees:	1.5 inches in diameter, B&B (Balled & Burlapped); 6-7 feet tall, potted.
Shade Trees:	2.5 inches in diameter, B&B; 1.75 inches in diameter, potted.
Evergreen Trees:	6-8 feet tall, B&B

**Boulevard Trees:** (Those trees planted within the street right-of-way) must be shade (deciduous) trees, 2.5 in. diameter B&B, spaced 30-40 feet apart. If boulevard space is restricted, due to utilities (overhead or underground), ornamental trees, such as flowering crabs, could be planted, spaced 20 feet apart. Evergreens are not allowed on the boulevard.

### Planting Specifications:

Attached is a sample Landscape Plan, "Plant Schedule" and "Planting Detail" (accepted planting procedures for shade trees, evergreen trees, and shrubs). Plants are to be installed according to these specifications. The landscape plan and planting will not be approved unless these procedures are used. A "Planting Detail" diagram for both trees and shrubs must be attached to any landscape plan which is submitted. Submitted landscape plans for projects that fall under the City's Tree Protection Ordinance (Ord. 1307), must also include tree replacement calculations.

### **Approvals & Inspections**

#### Site Plan Review:

A meeting between City Staff and the Applicant to discuss plans which have been submitted. The Applicant will receive initial feedback regarding the landscape plan at this meeting. If applicable, tree protection/replacement issues will also be discussed.

#### Plan Approval:

This typically occurs after the Site Plan Review meeting. The City Arborist will review the project and make recommendations as to changes and specifications. The plan will receive final approval only after any suggested changes have been implemented and plans have been re-submitted for Parks Commission (if applicable), Planning Commission, and City Council approval.

#### Inspections:

Landscaping is inspected by the City Arborist just after installation and also near the end of the guarantee period (typically 1-year after installation). Inspections may also occur at time of installation to ensure that planting specifications are being adhered to and that plant material is in good condition when planted.

#### Final Acceptance of Installation and Landscape Plants:

If specified planting procedures have been followed and plants are alive and in good condition at the end of the guarantee period, the City Arborist will sign off on the landscape portion of the project.

Questions regarding landscape issues?

Contact: City Arborist Lisa Danielson @ 651.439.4439

Email: [ldanielson@cityfoakparkheights.com](mailto:ldanielson@cityfoakparkheights.com)

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Phone: 651.439.4439 - Fax: 651.439.0574

[www.cityfoakparkheights.com](http://www.cityfoakparkheights.com)

**TREE CITY USA**

