



Community Development Department  
7071 University Avenue NE  
Fridley MN 55432  
763-572-3592  
Fax: 763-571-1287  
[www.fridleymn.gov](http://www.fridleymn.gov)

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## NON-CONFORMING EXPANSION PERMIT

### Property Information

Address: \_\_\_\_\_  
Anoka County Property Identification Number (PIN #): \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Square footage of Parcel: \_\_\_\_\_

### Description of Non-Conformity: (one sentence summary, attached full description)

### Non-Conforming Expansion is Requested to:

### Fee/Property Owner Information (as it appears on property title)

**\*\*Fee owner must sign this form prior to processing**

Name (please print): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

### Petitioner Information

Company Name (please print): \_\_\_\_\_  
Contact Person's Name (please print): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Fees  
\$200 \_\_\_\_\_  
Application Number: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Received By: \_\_\_\_\_  
Application Date: \_\_\_\_\_  
60 Day Date: \_\_\_\_\_

**NON-CONFORMING EXPANSION APPLICATION  
SUBMISSION CHECKLIST**

The following shall be the minimum submission requirements when submitting a Non-Conforming Expansion application. Applications will not be accepted if the following is NOT submitted.

Application and Fee	Completed application, with \$200 fee. (Applications are considered complete if all blanks are completed, and both the fee owner and petitioner have signed the application.)
Legal Description	A full legal description, as documented on property deed or certificate of title.
Survey	To scale certificate of survey, by a licensed surveyor. Showing north arrow, lot lines, existing and proposed structures, driveways, and parking areas, setbacks, easements, significant topographical features, mature trees, adjacent street names, and buildings on adjacent lots within 10 feet of the common lot lines.
Building Rendering	Elevation of building and description of materials to be used on the building.
Narrative	Narrative 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.

Plans to be submitted should include three (1) **FOLDED** full size copies, with one (1) 11x17 to-scale reduction and one (1) 8 ½ x 11 reduction and an electronic pdf file via e-mail or USB Flash Drive.

The City reserves the right, based on a case by case analysis, to waive any of the above requirements.

The City also reserves the right, to require additional submittal items if it is deemed necessary to act upon the variance.



**Community Development Department**  
**Non-Conforming Expansion Permit Process**

The City shall make its decision subject to conditions within 60 days of receipt of a complete application.

An Expansion Permit for a non-conforming structure can be granted administratively through the Community Development Director or the Planning Manager if the application meets the burden of proving the following:

1. The expansion does not increase or intensify the existing non-conformity
2. The expansion would be architecturally compatible with the existing principal structure
3. Adequate off-street parking exists for the expansion
4. There are no adverse off-site impacts from such things as traffic, vision safety, noise, dust, odors, or parking.
5. The expansion is an improvement to the appearance and stability of the property and neighborhood by ensuring the proposed expansion meets all current zoning and building code requirements.
6. The expansion is compatible with the character of the neighborhood.

The Community Development Director or Planning Manager may impose reasonable conditions on the permit related to health and safety of the general public.

Additional information regarding the Non-Conforming Expansion Permit process may be obtained by calling the City of Fridley Planning Department at 763-572-3595 or 763-572-3599.