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# DETERMINATION OF SIMILAR USE

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City of Saint Paul

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Determination of Similar Use is when a specific use is not listed in a district, the Planning Commission shall determine if a use is similar to other uses permitted in each district. The Zoning staff (266-6589) will answer any questions you may have.

The Planning Commission shall make the following findings in determining one use is similar to another.

1. That the use is similar in character to one or more of the principal uses.
2. That the traffic generated on such use is similar to one or more of the principal uses permitted.
3. That the use is not first permitted in a less restrictive zoning district.
4. That the use is consistent with the Comprehensive Plan.

## Applicant's role

The applicant (or representative) for a determination of similar use submits an application form with fee to the Saint Paul Planning Commission, c/o Zoning Section, 1400 City Hall Annex, 25 West Fourth Street, Saint Paul, MN 55102. Forms are available from the Zoning Office and online. The following information is required:

1. Address and legal description of the property.
2. A description of the proposed use.
3. A description of how the conditions of the Zoning Code will be met.
4. The name and daytime telephone number of a contact person who will be able to answer questions pertaining to the application.
5. A filing fee is required (a current fee schedule can be obtained from the Zoning Office).

## Process:

1. Zoning staff opens the file, notifies representatives of the planning district where the proposed use is located, and sets up a public hearing before the Zoning Committee of the Planning Commission approximately 21 days from the date the application is received. The Committee meets at 3:30 p.m. on alternate Thursdays. A schedule of application deadlines and meeting dates is available from the Zoning Office.
2. Notice is sent at least 10 days in advance of the hearing date to property owners within 350 feet of the site, to planning district representatives, and to other interested parties.
3. At the public hearing the Zoning Committee:
  - a. Hears the staff recommendation based on a review of the conditions required by the Zoning Code;
  - b. hears testimony from the applicant and other interested persons; and
  - c. recommends approval or denial of the request and indicates when the recommendation will be made to the Planning Commission.
4. The Planning Commission receives the recommendation of the Zoning Committee at its scheduled meeting at 8:30 a.m. on the Friday of the week following the Zoning Committee meeting. This is not a hearing and no public testimony is heard; however, this meeting is open to the public, and you may attend.
5. The Planning Commission will either approve or deny the application. The applicant or any affected persons may appeal the Planning Commission decision to the City Council within 10 days after the decision is made. There is a fee for appeals.

If you have questions, contact  
Zoning Office  
1400 City Hall Annex  
25 West Fourth Street  
Saint Paul, MN 55102  
651-266-6589