



CITY OF PARK RAPIDS
212 Second Street West
Park Rapids, MN 56470
(218) 237-2746

Application # _____
P.I.D. # _____
FEE: \$175 + Escrow \$750
Date _____ Receipt# _____

**REQUEST FOR:
CONDITIONAL USE PERMIT
INTERIM USE PERMIT**

CONDITIONAL USE / INTERIM USE PERMIT: This is a request for a land use or development as defined by ordinance that would not be appropriate generally but may be allowed with appropriate restrictions as provided by official controls upon a finding that standards and criteria stated in the Zoning Ordinance for Park Rapids will be satisfied. A Conditional Use / Interim Use must be compatible with the existing neighborhood. A public hearing will be conducted by the Planning Commission with their recommendation passed to the City Council for final action on the request. All property owners within 350 feet of your lot line will be notified by mail of the public hearing date and time.

APPLICANT(s): _____

PHONE: (cell) _____ (work) _____ EMAIL: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

OWNER: (If other than applicant) _____ PHONE: (cell) _____ (work) _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

ADDRESS OF PROPERTY REFERRED TO, IF DIFFERENT: _____

DESCRIPTION AND REASON FOR REQUEST: (attach sheet if needed) _____

SIZE OF LOT: _____ CITY SEWER? _____ CITY WATER? _____ PRESENT ZONING DISTRICT: _____

LEGAL DESCRIPTION OF PROPERTY: _____
(Attach if lengthy)

Existing Use of Property: _____

Proposed Use of Property: _____

Signature of Applicant(s): _____

Signature of Owner(s) (if different from applicant): _____

FILING REQUIREMENTS:

_____1. **Completed** application form.

_____2. If the property is identified as containing any possible sensitive areas i.e.: wetlands or public waters.

_____3. One (1) printed legible copy and an electronic version of the site plan (to scale), (unless the site plan is larger than 11 x 17” in which case check with the office) of the property showing the following information:

_____A. Site plan – Based upon a boundary or certificate of survey, including existing or proposed easements (appropriate size and scale) denoting actual location, dimension and configuration of proposed buildings and setbacks and uses thereof, parking stalls, vehicular access ways, pedestrian ways, location of utilities, grading plan and drainage/storm water, fencing, landscaped and/or recreational areas, spaces between buildings, street rights-of-way, existing streets, location and trash enclosure design.

_____B. Building plans – elevations, landscape plans and floor plans may be required for certain projects.

_____C. Narrative explaining business plan, (who, what, where, etc.)

ON A SEPARATE SHEET OF PAPER PROVIDE THE FOLLOWING:

_____ (1) A plan of the proposed project area showing contours, soil types, ordinary high-water level, ground water conditions, bedrock, slope, and vegetative cover;

_____ (2) Location of existing and proposed buildings, parking areas, traffic access, driveways, walkways, piers, open spaces, and vegetative cover;

_____ (3) Plans of buildings, public or on-site water and sewage treatment facilities, and locations;

_____ (4) Specifications for areas of proposed grading, filling, lagooning, dredging, or other topographic alterations; and

_____ (5) Other pertinent information necessary to determine if the proposal meets the requirements and intent of the ordinance.

The Planning Commission and the City Council, in evaluating each conditional use / interim use application may request the Hubbard County Soil and Water Conservation District to make available expert assistance to assist in the evaluation and consideration of the application.

(Prior Code, § 66-244) (Ord. passed 1994)

ALL MATERIALS MUST BE SUBMITTED INCLUDING AN 8 ½ X 11 OR AN 11 X 17 FORMAT SUITABLE FOR PHOTOCOPYING OR AS AN ELECTRONIC FILE.

PROCEDURE:

1. By Applicant:

- Submit all filing requirements to the Planning Department at least 30 calendar days prior to an available Planning Commission meeting date for a thorough site evaluation (check with staff on required submission dates for each month).
- Attend all Planning Commission Public Hearing and City Council meetings, if needed, at which the application is scheduled for action.

2. By City Staff:

- Conduct a thorough site evaluation and review.
- Schedule public hearing before the Planning Commission. Mail notice of public hearing to property owners within 350-foot radius of applicant’s property.
- Place application on an available City Council agenda. Notify applicant of meeting date.
- Inform applicant of City Council action. If request is granted, provide applicant with a copy of the resolution stating the conditions upon which approval is granted. If denied, provide applicant an explanation of the basis for denial.

Purpose for Fees and Escrow

Fees: The application fees are used for staff time for case review and preparation of documents and for postage to mail the required notices to required properties. These fees do not include recording fees or publication fees.

Escrow: The City uses staff to review applications in addition to consultants for engineering, legal and environmental reviews. The escrow is used to pay for costs, including but not limited to, staff review time, consultants, as well as meeting with applicants, neighborhood meetings, preparation of staff reports, preparation of legal documents, publication of the public hearing notice in the Enterprise, and recording and additional publication fees, where required. Once the escrow is used additional escrow funds may be required to be submitted prior to further processing of the request. (See Agreement to pay professional fees.)

Acknowledgment and Signature:

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Park Rapids to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of Park Rapids, and the laws of the State of Minnesota, and that the undersigned applicant will pay all fees and charges incurred by the City for the examination and review of this application.

Signature of Applicant(s)

Signature of Property Owner

Date

Date

An application shall only be considered complete if it includes all necessary information regarding applicant’s request, including completed application and fee, all required survey, site and building plans, an escrow payment with the below additional agreement signature to pay city professional and publication fees.

Complete application accepted on Date: _____

By: _____

You are asked to attend the Planning Commission meeting on _____ at 5:00 p.m. Their recommendation will be heard at the City Council meeting on _____. If you are unable to attend that meeting, please call City Hall at 218-732-3163 for the results of that meeting. (Property owners within 350 feet of your lot line will be notified by this office of the public hearing date and time.)

If this permit is granted, I hereby certify that all work will be done as stated herein and in accordance with all applicable laws of the State of Minnesota and the City of Park Rapids.

Applicant(s) Signature

Date

For Office Use Only

Approval ____ Denial ____ recommended by the Planning Commission/City Planner on _____
(Date) (Chair)

Approval ____ Denial ____ by the City Council/Board of Adjustment on _____
(Date) (Chair/Mayor)

**ADDENDUM TO DEVELOPMENT APPLICATION
AGREEMENT TO PAY CITY PROFESSIONAL FEES**

Applicant(s) Name

Address of Property Involved

I/we, the undersigned Applicant(s), hereby agree that I/we will pay all fees and charges that may be incurred by the City for planning, engineering, legal, and any other professional services directly related to and incurred by the City during the examination, review and processing of this Application, and during any necessary enforcement action subsequent to this request. I/we understand that the application fee is only an administrative charge intended to defray costs associated with City Staff services and resources required for the processing of this request. I/we agree to deposit the funds in escrow with the City. The City will make every reasonable effort possible to keep these charges to a minimum, yet still provide the needed level of professional services. If direct costs for recording and professional services are in excess of funds placed in escrow, additional escrow funds may be required to be submitted prior to further processing of the request. Otherwise any fees resulting in charges above the escrow funds placed on deposit will be billed and promptly paid by the Applicant(s) prior to the final disposition of the request by the City. If direct costs to the City are less than the sum placed in escrow, then the balance will be refunded to the Applicant(s) upon final disposition of the request by the City.

Signature of Applicant(s)

Date

(Revised 12/11/19)