

City of Baxter
Conditional Use Permit
Date Paid: _____
Amount Paid: _____
Check # _____
Receipt # _____

(Date Received Stamp)

A Conditional Use Permit application 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 Baxter will be satisfied. A conditional use must be compatible with the existing neighborhood. If the permit is granted, construction or operation of the permitted use must begin within one year after the date of permit issuance, or the permit shall be considered null and void.

A public hearing will be conducted by the Planning & Zoning Commission with their recommendation passed to the City Council for final action on the request. All property owners within a minimum of 350 feet of your lot line will be notified by mail, by the City, of the public hearing date and time.

The applicant will be required to meet with the Baxter Zoning Administrator for a pre-application meeting. At this meeting, the applicant will receive a copy of the Conditional Use submittal requirements found in the Baxter Zoning Ordinance regarding other information that may be necessary as part of the application process. Two (2) full size copies (to scale), three (3) 11x17 copies, and one (1) 8½x11 copies (to scale) of all required graphics and/or materials and application forms shall be submitted as a part of a complete application. Ten (10) copies of any color documents must to be received at the time of submittal and in an electronic format at the time of submittal. All information below must be filled out.

APPLICANT: _____ PHONE: _____ FAX: _____

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

OWNER: (If other than applicant) _____ PHONE: _____ FAX: _____

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

Email Address: _____ (In order to receive staff report before meeting.)

DESCRIPTION AND REASON FOR REQUEST: _____

SIZE OF LOT: _____ CITY SEWER? _____ CITY WATER? _____ HOOKED UP? _____

LEGAL DESCRIPTION OF PROPERTY: (Lot, block and subdivision or metes and bounds description and real estate code) _____

Existing Use of Property: _____

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

 (Applicant's Signature)

 (Date)

 (Owner's Signature if different from applicant)

 (Date)

You or a representative is required to attend the Planning & Zoning Commission. Their recommendation will be heard at the next Council meeting following the Planning & Zoning Commission meeting, unless otherwise notified. If you are unable to attend that meeting, please call Planning & Zoning at (218) 454-5109.

AFFIDAVIT

STATE OF MINNESOTA)
)SS.
COUNTY OF CROW WING)

We, the undersigned, being first duly sworn, on oath depose and state based on personal knowledge as follows, to-wit:

1. That we desire to submit the attached land use application effecting the real estate described therein.

2. That we are all of the fee owners of the said real estate, or if all of the owners have not personally signed this affidavit below, then a valid power of attorney, conservator or person acting with proper authority as demonstrated by an attached court order for each said person has signed below on their behalf.

3. That all information contained in the attached land use application submitted herewith is true and correct.

APPLICANTS (All owners or those with proper authority as described above)
Please *sign* on the left side and *print* your name on the right. All signatures must be notarized.
(*If this paper is not signed, your application will be considered incomplete.)

Subscribed and sworn to before me
this ____ day of _____, 20__.

Supplemental Conditional Use Permit, Interim Conditional Use Permit and Variance Submittal Requirements:

- Description/narrative of proposed project or reason for request

- Site plan (to scale) or certificate of survey to include the following:
 - Existing and proposed topography
 - Location and footprint of existing and proposed buildings/structures
 - Proposed streets and driveways
 - Parking lot layout
 - Landscaping (existing and proposed)
 - Lighting Plan
 - Storm Water Management Plan

- Architectural Plans
 - Elevations to scale and in color
 - Electronic copy of any color documents or elevations
 - Floor Plans
 - List of exterior materials

The Zoning Administrator also reserves the right to require a certificate of survey or additional information based on the scope and magnitude of the project.

Based on the scope and magnitude of the project, it may be determined that some of the above information may not be required. You will be informed at the time of the pre-application meeting which information you will be required to submit.

Unless otherwise noted, all of the above information is required for your application to be considered complete. An incomplete application will be returned to you with a list of missing information. You are welcome to apply for the next meeting date.

CITY OF BAXTER

Preliminary Analysis for the grant of a Condition Use Permit (CUP) (**MUST** be completed by applicant or application is **incomplete**)

Name of Applicant: _____ Hearing Date: _____

Conditional Use Request: _____

Subject property is located in zoning district: _____ .

Is the proposed use identified as a conditional use or part of a development requiring a conditional use in this zoning district? Yes () No ()

For the above question, if the answer is "No", the project is not eligible for a conditional use permit (CUP). If the answer is "Yes", a permit may be granted subject to meeting conditions designed to ensure compatibility with the intent of the Baxter Zoning Ordinance. In addition, all other requirements of the zoning ordinance must be met to allow approval of the CUP.

PERMIT EVALUATION

1. Are there characteristics of the proposed use that may violate the health, safety or general welfare of Baxter residents? Yes () No ()

If yes, explain: _____

2. Is the proposed use inconsistent with the Baxter Comprehensive and Land Use Plan? Yes () No ()

If yes, explain: _____

3. Does the proposed use present any unique concerns regarding erosion, runoff, water pollution or sedimentation? Yes () No ()

If yes, explain: _____

4. Could the proposed use create any special problems with parking? Yes () No ()

If yes, explain: _____

5. Would the proposed use cause any problems with access or traffic generation? Yes () No ()

If yes, explain: _____

Page Two

Conditional Use Permit Findings of Facts

6. Is the proposed use incompatible with other uses located in the zoning district? Yes () No ()

If yes, explain: _____

"Yes" answers may constitute a denial of the permit.

For each response answered affirmatively, are there conditions that could be attached to the granting of a permit that would mitigate the adverse impact? Yes () No ()

