

City of Baxter-Interim Use Permit

Date Paid: _____
Amount Paid: _____
Check # _____
Receipt # _____

(Date Received Stamp)

An Interim Use Permit (IUP) application allows the temporary use of a property until a particular date, or until the occurrence of a particular event, or until the zoning regulations no longer permit said use. Allowed interim uses are specifically listed in residential and industrial zoning districts. However, they are "As determined by The Planning & Zoning Commission" for commercial districts. An IUP is intended to serve those uses that are specific to a particular owner or that may only be reasonable for a limited duration due to the type of activity or the changing character of the nationhood. An IUP is processed and regulated the same as a conditional use permit (CUP). If an IUP is granted, construction or operation of the use must begin within one year after the date of permit issuance or the permit shall be considered null and void.

The Planning & Zoning Commission conducts a public hearing on the application and makes a recommendation to the City Council, who will take final action on the request. Property owners within 350 feet of the property are notified of the date, time, and purpose of the public hearing by the City.

The applicant should meet with the Baxter Zoning Administrator before an application for an IUP is submitted. At this meeting, the applicant will receive a copy of the IUP regulations and requirements set forth in the Baxter Zoning Code. One (1) full size copy (to scale), one (1) 11x17 copy, and one (1) 8 1/2x11 copy of all required graphics and/or materials must accompany the application to be considered a complete application. Electronic copies are also preferred but any color documents must to be received 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) _____

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 Use Permit and Variance Submittal Requirements:

- Description/narrative of proposed project or reason for request

- Site plan (to scale), 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

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.

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

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.