

**CONDITIONAL USE PERMIT  
APPLICATION**

125 Pine Cone Road North  
PO Box 140  
SARTELL, MN 56377  
PHONE: 320-253-2171  
FAX: 320-253-3337



DATE RECEIVED \_\_\_\_\_

**FEE - \$425**

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**APPLICANT** \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**FEE OWNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

PROJECT/DEVELOPMENT NAME \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

PURPOSE OF CONDITIONAL USE PERMIT \_\_\_\_\_

\_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER (PIN) \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **CONDITIONAL USE PERMITS**

Certain uses, while generally not suitable in a particular Zoning District, may, under certain circumstances, be acceptable. When such circumstances exist, a conditional use permit may be granted. The City Council declares it necessary and appropriate for conditional use permit approval in the following instances: (1) Uses declared conditional uses in the respective districts, (2) To allow for any uses within the Planned Unit Development District (R-5) other than Single Family Residential unless a deviation from the minimum setbacks are necessary for development.

### **APPLICATION FOR CONDITIONAL USE PERMIT**

Applications for Conditional Use Permit shall be on a form provided by the City Clerk or Planning and Community Development Director and shall include the established application fee. The application and copies of the site plan shall be submitted three (3) weeks prior to the next Joint Planning Commission meeting. Three (3) full size copies of the site plan, along with 10 (11"x17") reduced copies of site plan drawn to scale showing the property dimensions, grading, landscaping and location of the utilities, as applicable; location of all existing and proposed buildings and their size, including square footage; location of all existing and proposed curb cuts, driveways, access roads, parking spaces, off-street loading areas, and sidewalks must be submitted in the initial application. The City may request additional copies of the site plan for review by the City Council.

An explanation outlining the Conditional Use requested, along with any information explaining the operation, including days and hours of operation if applicable. This letter may be photocopied for the information packets. Any other information which the City Staff feels that the Joint Planning Commission and City Council may require to make a proper decision on the matter.

### **PROCEDURE**

The Joint Planning Commission shall review the Conditional Use Permit application and consider the following: interrelationship with the plan elements to conditions both on and off the property; conformance to the City's Comprehensive Plan; the impact of the plan on the existing and anticipated traffic and parking conditions; the adequacy of the plan with respect to land use; pedestrian and vehicular ingress and egress; building location and height; architectural and engineering features, landscaping, lighting; provisions for utilities; site drainage; open space; loading and unloading areas; grading; signage; screening; setbacks. And other related matters. The Joint Planning Commission will make a recommendation on the application which may include a recommendation to impose necessary conditions and safeguards on to the permit where they deem as necessary.

The City Council shall hold a Public Hearing on the proposed conditional use permit request and shall have notice of such hearing published in the official paper at least ten (10) days prior to such hearing. Notice of such hearing will also be mailed at least 10 days prior to each owner of property situated within 350 feet of the property to which the Conditional Use is related.

The City strongly recommends that you be prepared to give a presentation at both the Planning Commission and City Council meetings with enlarged drawings and/or other materials that would be helpful to better familiarize the Commission, City Council, and interested residents that are present at public meetings or the public hearing on your proposed land use request.

***The City strongly recommends that you discuss your application with the adjacent property owners before a formal application is made. Any conflicts you can resolve ahead of time will make the application process easier.***

This application must be signed by all owners of the subject property or a written explanation attached stating why this is not the case.

We, the undersigned, have read and understand the above.

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Signature of Applicant

Date

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Signature of Owner (s)

Date