

CITY OF FIFTY LAKES

CONDITIONAL USE PERMIT APPLICATION

APPLICATION:

- A. Applicant shall complete Conditional Use Permit Application provided by Zoning Administrator and submit to Zoning Administrator 30 days prior to scheduling public hearing.
- B. Application shall be accompanied by a certificate of survey (unless waived by the zoning administrator) complete with as a minimum the information from Conditional Use Permit Checklist.
- C. Application shall be accompanied by application fee made payable to the “City of Fifty Lakes.” **This fee does not cover the land use permit, which must be filed separately, if necessary.**

REVIEW:

- A. Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Conditional Use Permit Application and supporting documents, the Zoning Administrator shall schedule a public hearing date on the Planning Commission’s agenda for the earliest possible opening.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for land use applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on a land-use application and/or hold the release of a construction permit until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a public hearing on the conditional use permit application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall decide to approve or deny the request.

APP # _____
Date _____
(for office use only)

CITY OF FIFTY LAKES
CONDITIONAL USE PERMIT APPLICATION

Name of Applicant _____ Phone _____

Mailing Address _____ Email _____

City, State, Zip _____

Applicant is:

Legal Owner ()

Contract Buyer ()

Option Holder ()

Agent ()

Other _____

Title Holder of Property:

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application (required): _____

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Address of property involved in this request:

Parcel ID No. _____ Zoning District _____

State nature of request in detail: (What are you proposing for the property?)

What changes (if any) are you proposing to make to this site?

Building: _____

Landscaping: _____

Parking/Signs: _____

Pursuant to the Fifty Lakes City Ordinance, Section 3.09, the applicant should be prepared at the public hearing to discuss the following issues by explaining how the proposed Conditional Use Permit will cause no significant adverse effects.

- (1) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

- (2) Describe character of the area and the existing patterns and uses of development in the area. How is this proposal consistent with those patterns and uses?

- (3) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

- (4) Describe the impact on the character of the neighborhood in which the property is located.

- (5) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

- (6) Describe the effects of the proposed use on the environment including its impact on groundwater, surface water and air quality.

CITY OF FIFTY LAKES
CUP CHECKLIST

- _____ Completed application
- _____ Fee
- _____ Sewer Compliance Inspection
- _____ All current City charges paid
- _____ Site plan with the following information, as a minimum (unless waived by P&Z Administrator)
 - _____ Legal Description of Site
 - _____ Certificate of survey, prepared by a licensed surveyor, showing parcel, dimensions and 2 foot contours (smaller contour intervals may be required in steep slope areas or when deemed necessary by the P&Z Administrator, Planning Commission or City Council)
 - _____ Location of all structures and their square footage
 - _____ Existing and proposed driveway, access roads, parking, off-street loading and sidewalks
 - _____ Proposed landscaping and screening plans
 - _____ Proposed Drainage Plan
 - _____ Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day
 - _____ Soils data
 - _____ Location of the subject property (a copy of the tax map can be used)
 - _____ Name of record owner/title holder of property
 - _____ Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
 - _____ Approximate location of any proposed signs

CITY OF FIFTY LAKES CONTACT INFORMATION

City of Fifty Lakes:

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Planning and Zoning
Administrator:

Justin Burslie
Sourcewell

Phone: (218) 895-4151
justin.burslie@sourcewell-mn.gov