

# **CITY OF FIFTY LAKES**

## **INTERIM USE PERMIT APPLICATION**

### **APPLICATION:**

- A. Applicant shall complete Interim 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 Interim 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 Interim 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 interim 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**  
**INTERIM USE PERMIT APPLICATION**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Applicant is:		Title Holder of Property:
Legal Owner	( )	_____
Contract Buyer	( )	(Name)
Option Holder	( )	_____
Agent	( )	(Address)
Other _____		_____
		(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 3.10, the applicant should be prepared at the public hearing to discuss the following issues by explaining how the proposed Interim 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.

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- (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?

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

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

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- (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?

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

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**CITY OF FIFTY LAKES**  
**IUP 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**

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Planning and Zoning  
Administrator:

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Sourcewell

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