



33861 Cottage Avenue
Jenkins, MN 56474
Phone: (218) 568-4637
www.cityofjenkins.com

Received by City: _____

Application Number: _____

Non-refundable Fee Paid: _____

Receipt #: _____

Conditional Use/Interim Use Permit Application

Name of Applicant _____

Address _____

City, State, Zip _____

Phone _____ Alternate Phone _____

Physical Address / Location of Property _____

Legal Description of Property _____

Parcel ID Number _____ Zoning District _____

Applicant is:

☐ Legal Owner of Property

☐ Contract Buyer

☐ Option Holder

☐ Agent

☐ Other _____

Title Holder of Property (if different than applicant):

Name _____

Address _____

City, State, ZIP _____

Phone _____

State the nature of your request in detail. What are you proposing for your property?

Signature of Owner, authorizing application _____

(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than owner) _____

(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

By signing above, I acknowledge that I understand that I am responsible for all fees incurred by the City as a result of professional services provided by the City Engineer, City Attorney, and other contracted agencies in reviewing my application. Initial application fees: \$300 (Residential) \$400 (Commercial) due with completed application.

CONDITIONAL/INTERIM USE: A land use or land development, as defined by the Ordinance, that is allowed, but would not be appropriate without restrictions or conditions as determined by the Planning Commission. The proposed use must meeting the following standards: (a) the use or development is an appropriate conditional use in the land use zone, (b) the use or development with conditions conforms to the comprehensive land use plan, (c) The use with conditions is compatible with the existing neighborhood, and (d) the use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, or prosperity of residents in the City.

*Conditional & Interim Use Permits not acted upon within one (1) year of the date of approval shall be void.

The following questions must be answered.

1. What changes are you proposing to make to this property?

Building: _____

Landscaping: _____

Parking/Signs: _____

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

3. Describe the character of the area and the existing patterns and use of development in the area. How is the proposal consistent with those patterns and uses?

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

5. Describe the impact on the character of the neighborhood in which the property is located.

6. Describe the impact to the traffic on roads and highways in the vicinity, and the expected traffic generated by the proposed use. Is there adequate off-street parking available to accommodate the proposal?

7. Discuss any environmental limitations of the area that would limit or constrain construction on this property.

8. Please include any other comments pertinent to this request.

INSTRUCTIONS TO THE APPLICANT

Completed applications, with *all* submittal requirements, must be submitted to the Planning & Zoning Department no fewer than **30 days** prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information **must** be submitted:

- _____ 1. This application must be completed, including responses to all parts of this application.
- _____ 2. The required fee must be paid. See fee schedule for details.
- _____ 3. Legal description of the site.
- _____ 4. Site plan, drawn to scale, showing parcel and existing structure dimensions, water features, and 10 foot contour lines (smaller contour lines may be required if deemed necessary by the Planning Department, Planning Commission, or City Council).
- _____ 5. The site plan should also show the location of all structures and their square footage.
- _____ 6. Existing and proposed curb cuts, driveways, access roads, turn-arounds, parking including RV, boat and additional vehicle storage, off-street loading, and sidewalks. Size and type of surface should also be included.
- _____ 7. Proposed landscaping and screening plans: garbage dumpsters, areas preserved in natural state including buffer areas, areas to be developed into lawn (grass), areas to be covered by woodchips or mulch, garden areas, shrubbery, types, size, age, and number of proposed trees and their locations, exterior lighting to be proposed including location and type, any other items deemed appropriate.
- _____ 8. Square footage of all impervious coverage. Impervious coverage includes the horizontal area of all buildings, decks, roof overhangs, patios, walks, driveways, and any other parking areas and drives constructed of any material.
- _____ 9. Proposed drainage plan.
- _____ 10. Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day.
- _____ 11. Soils data showing capability for building and on-site sewage treatment.
- _____ 12. Existing iron pipe boundary monuments marked with proof of survey.
- _____ 13. Approximate location of any proposed signs (if applicable).
- _____ 14. Outside storage proposal.
- _____ 15. Elevation plans for all existing and proposed structures.