



16319 Kettle River Blvd. • Columbus, MN 55025
phone: (651) 464-3120
website: ColumbusMN.us

APPLICATION FOR CONSIDERATION OF CONDITIONAL USE PERMIT, INTERIM USE PERMIT
RE-ZONING, SITE PLAN REVIEW, VARIANCE

APPLICANT:

Name: _____ Phone: _____ (Alt.): _____

Address: _____

City: _____ State: _____ Zip: _____

OWNER: (If other than applicant)

Name: _____ Phone (work) _____ (Alt.) _____

Address: _____

City: _____ State: _____ Zip: _____

Legal description of property: _____

Lot(s) _____ Block(s) _____ Additions(s) _____

Existing use of property: _____ Present zoning: _____

Action Requested: Please check (✓) Re-zoning _____ Site Plan Review _____ Variance _____

Conditional Use Permit _____ Interim Use Permit _____ SSTS Administrative Variance _____

Other (fill in) _____

Description of and reason for request (attach additional information and requirements if necessary)

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances and current administrative procedures. I further acknowledge the explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF OWNER: _____ DATE: _____



16319 Kettle River Blvd. •
Phone: (651) 464-3120 • Website:

Columbus, MN 55025
www.ColumbusMN.us

CHECKLIST FOR SUBMITTALS & INTERIM USE PERMIT PROCEDURES

NOTE: This outline is intended to provide a general statement of the process of obtaining an interim use permit in the City of Columbus. For exact requirements, you should refer to the Columbus City Ordinance. The interim use permit regulations (Section 7A-530 through 7A-532) are found in the Zoning Code and are available on the website: www.ColumbusMN.com.

Submittals:

- ___ 1. Provide the following information on the application and file with the Zoning Administrator:
 - Name, address, and phone number of the applicant
 - Legal description of property and a survey if the description is other than either a regular platted Lot or a simple fractional share of a land section
 - Description of existing use
 - Zoning District
 - Description of proposed Conditional Use

- ___ 2. Provide a **drawing to scale of the proposed site** showing the location of all buildings, parking and unloading services, traffic access and traffic circulation, open space, landscaping, refuse and service areas, utilities, signs, yards, and other such information.

- ___ 3. Provide a narrative statement evaluating the effect of such elements as noise, glare, odor, fumes, and vibration on adjoining property; a discussion of the general compatibility with adjacent and other properties in the District; and the relationship of the proposed use to the comprehensive Plan.

- ___ 4. Provide any other information that is recommended by the Zoning Administrator.

- ___ 5. Required fees to be submitted with the application:
 - Interim use permit and public hearing fee- \$200
 - Escrow for associated costs- \$1,500

Procedure following Application Submittal:

- ___ 6. After application is deemed complete, a public hearing date is set. The Planning Commission holds the public hearing.

- ___ 7. At the conclusion of the public meeting, the Planning Commission shall adopt findings of fact and recommend approval or denial of the application to the City Council.

- ___ 8. The City Council shall act upon the interim permit application within 60 days of the date of which the completed application was filed with the Zoning Administrator unless notice of an extension of the review period has been agreed to by the Applicant.

- ___ 9. Once an interim permit expires, reapplication for an interim use permit follows the same procedure as the initial application process. The prior granting of an interim use permit does not give an applicant any guaranteed vested right to subsequent interim use permits.

