

Conditional Use Permit (CUP) Information

This handout addresses some common questions regarding Conditional Use Permit applications and implementation. This informational handout should only serve as only a general summary of the City of Columbus Code. To find out more information please refer to Columbus City Code, Chapter 7A-540 "Procedures and Requirements for Approval of Conditional Use".

What Is A Conditional Use Permit?

A Conditional Use Permit, or CUP, is a permit to allow the establishment of a use that is not usually permitted in a district. CUPs 'run with the land', meaning they are transferable from one property owner to the next.

How Do I Apply For A Conditional Use Permit?

The application can be found on the City of Columbus website or at the City Hall offices. The application includes an escrow payment and a non-refundable application fee.

In the application you will be asked to supply:

1. The name, address, and phone number of the applicant.
2. Legal description of the property and a survey if the description is other than either a regular platted Lot or a simple fractional share of a land section.
3. Description of existing use and Zoning District.
4. Description of proposed Conditional Use.
5. A plan of the proposed site for the Conditional Use showing the location of all buildings, parking and loading areas, traffic access and traffic circulation, open space, landscaping, refuse and service areas, utilities, signs, yards, and such other information as the Planning Commission may require to determine if the proposed Conditional Use meets the intent and requirements of the Ordinance.

6. 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.
7. Other information as may be recommended by the Zoning Administrator.

What Happens After I Apply?

After all required information has been received, the application will be forwarded to the Planning Commission, who will hold a public hearing. Following the hearing, the Planning Commission will make its findings and forward its recommendation to the City Council for final action. The City Council will consider the findings and recommendations of the Planning Commission, and may also consult with city staff.

A Conditional Use Permit will automatically expire if the Conditional Use shall cease for more than 1 year. The permit shall also terminate if there is a violation of the terms or conditions of the permit.

What Are The Eligibility Requirements?

Although you may apply for a Conditional Use Permit, approval of one is not always a guarantee. CUPs shall conform to restrictions or conditions applicable to all uses in the district, as well as other conditions the Planning Commission may determine are necessary to avoid conflict with surrounding uses.

The Planning Commission will review the application for evidence that the use:

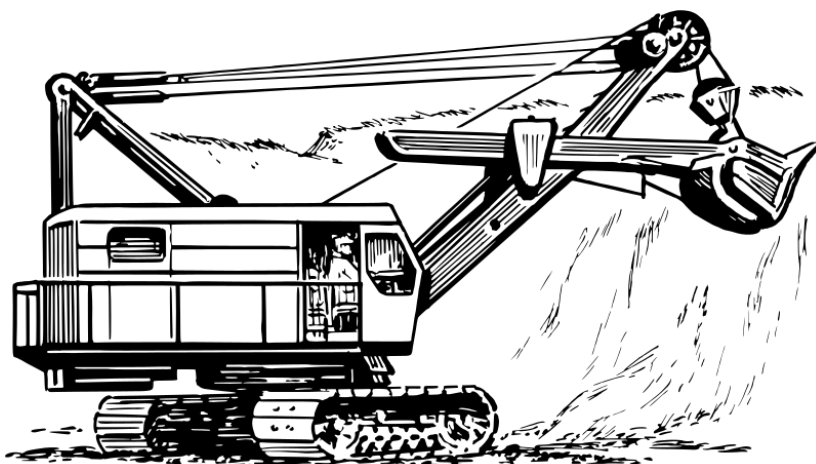
1. Will be harmonious with and in accordance with the objectives of the City Comprehensive Plan and Zoning Ordinance.
2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
3. Will not be hazardous or disturbing to existing or future neighboring uses.
4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.
5. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.

6. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or general welfare by reason of excessive production of traffic, noise, smoke fumes, glare, or orders.
7. Will have vehicular approaches to the property which shall be designed as not to create an interference in traffic on surrounding public thoroughfares.
8. Will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

Where Can I Get More Information?

You can visit the Columbus City Ordinances, Chapter 7A found on the City of Columbus website. If you have any additional questions, please contact the Associate Planner at (651)419-9008, or email your questions to associateplanner@ci.columbus.mn.us.

PLEASE NOTE: *This information is a guide to the most common questions. It is not intended nor shall it be considered a complete set of requirements.*



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