

Interim Use Permit (IUP) Information

This handout addresses some common questions regarding Interim 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-530 "Interim Use Permit Process".

What Is An Interim Use Permit?

An Interim Use Permit, or IUP, is a temporary use of property until a specific date, until the occurrence of a particular event, or until zoning regulations no longer permit it. The permit shall also terminate if there is a violation of the terms or conditions of the permit. Interim Use Permits are granted to a specific person or entity, and are not transferable.

How Do I Apply For An Interim Use Permit?

The application can be found on the City of Columbus website or at the City Hall offices. The application includes a non-refundable filing fee. In the application you will need to provide:

1. Name, address, and phone number of applicant.
2. 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.
3. Description of existing use.
4. Zoning District.
5. Description of proposed Interim Use.
6. A plan of the proposed site for the Interim 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 Board may require to

determine if the proposed interim use meets the intent, and requirements of this Ordinance.

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

What Are The Eligibility Requirements?

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

The City Council will consider:

1. That the use is allowed in the District and conforms to the regulations of the Columbus City Code.
2. The date or event which will cause the IUP will terminate.
3. That permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.
4. That the user agrees to any additional conditions the City Council deems appropriate.

What Happens After I Apply?

After all the information has been received, the application will be forwarded to the Planning Commission. The Planning Commission will hold a public hearing, which will be announced in the official newspaper at least 10 days beforehand. 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.

Upon the expiration of the Interim Use Permit, an applicant may reapply using the same process. Prior approval of an IUP does not guarantee the renewal will also be approved.

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.*

